

NOTICE OF MEETING
Tuesday, November 17, 2020
6:00 p.m.

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035

REGULAR MEETING AGENDA

The Governor has issued a disaster declaration related to public health concerns because of COVID-19, and all or part of the jurisdiction the Park District of Highland Park is covered by the disaster area. The President of the Board of Park Commissioners has determined that an in-person meeting conducted under this Act is not practical or prudent because of said disaster. Likewise, in compliance with the capacity limitations caused by the disaster, public attendance at the meeting is not feasible. Therefore, the Board of Park Commissioners have made alternative arrangements in the manner described below to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes.

Members of the public may view a live stream of the Regular Board Meeting by clicking the Tuesday, November 17 Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE**
- V. **PUBLIC COMMENT FOR ITEMS ON AGENDA**
For public comment, members of the public should email Brian Romes, Executive Director, at bromes@pdhp.org. Emails should be sent between Friday, November 13 at 5:00 p.m. until 5:45 p.m. on Tuesday, November 17 and should have "Public Comment for November 17" in the subject line of the email. Comments will be read aloud during the meeting.
- VI. **CONSENT AGENDA**
 - A. **Minutes from the October 13, 2020 Workshop Meeting**
 - B. **Minutes from the October 27, 2020 Regular Board Meeting**
 - C. **Approval of the 2021 Board Meeting Calendar**
 - D. **Approval of the IAPD/IPRA Credentials Certificate**
 - E. **Bills and Payroll in the amount of \$1,064,198.54**
- VII. **UNFINISHED BUSINESS**
 - A. **Resolution 2020-12 – Truth in Taxation**
- VIII. **TREASURER'S REPORT**
- IX. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under

NOTICE OF MEETING
Tuesday, November 17, 2020
6:00 p.m.

**Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035**

the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

X. ACTION FROM CLOSED SESSION IF ANY

XI. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
OCTOBER 13, 2020**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor’s Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Workshop Board Meeting.

The meeting was called to order at 6:00 p.m. by President Ruttenberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Executive Director Romes read the comments submitted by the public.

Dr. Frances Jane Peszek

146 Towers Keep, Highland Park

I would first like to thank you for serving our community. At the last meeting, you heard an outpouring of gratitude for opening Park Ave Boating Facility. If you had a chance to visit on any summer day, it was overflowing with people safely recreating along the shoreline, in and on this lake, we call home.

According to the figures I obtained from the Pdhp, boat storage, launch pass, parking pass, stand up paddleboard and kayak storage, along with the NSYC lease brought an estimated gross revenue of 100K for relatively passive income during a shortened summer season. I believe this is the low end of earning potential for this facility and with proper funding, this facility can sustain and maintain itself for generations to come. I would like to call to action the Park Board to reconvene the Park Ave Working Group so that it can complete the tasks that are listed on the Park District of Highland Park website.

The PDHP is not alone in its struggle with high water levels. In fact, there are specific grants available to coastal communities, such as Highland Park. However, we can no longer be reactive, but we must be proactive. We continue to miss grants by neglecting the PDHP's unique assets. The

FEMA pre-disaster mitigation program: *Building Resilient Infrastructure and Communities (BRIC) is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program. BRIC will support states, local communities, tribes, and territories, as they undertake hazard mitigation projects reducing the risks they face from disasters and natural hazards. BRIC aims to categorically shift the federal focus away from reactive disaster spending and toward research-supported, proactive investment in community resilience. The program's guiding principles are supporting communities through capability- and capacity- building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency. The program's first Notice of Funding Opportunity (NOFO) is expected to arrive late summer 2020, with the grant application period opening during fall 2020.*

Every park district has a tennis court, golf course, swimming pool, playgrounds, but only a few have access to Lake Michigan.

Peter Mordini,
1853 Sheahen Court, Highland Park

I am calling to action the PDHP to reconvene the Park Avenue Working Group. Thank you and have a good evening.

Jodi Mordini
1853 Sheahen Court, Highland Park

I am calling to action the PDHP to reconvene the Park Ave Working Group. Thank you and have a good evening.

Garrett Flynn
365 N Deere Park Dr E, Highland Park

I hope this note finds you well. Can you help to note my support to reconvene the Park Avenue Working Group in the meeting tomorrow night?

Joanna Levine
2260 Sheridan Rd, Highland Park

I am writing to ask that the Park District reconvene the PABF Working Group so they can continue their mission to seek fiscally responsible site improvements that provide long term access to boating activities. Thank you for your consideration.

Julie Graham
306 Ashland Ave, Highwood IL

I would first like to thank you for serving our lakefront community. I am a resident of neighboring Highwood, but I use the Park Avenue boating facility several times a week for recreation with many of my friends who live in Highland Park. If you had a chance to visit Park Ave beach on any summer day this year, it was overflowing with people safely recreating along the shoreline, in and on this lake, we call home.

I have been happy to invest in the boat launch area via the annual parking pass I have purchased for the past several years. Along with revenue from fellow patrons and other proper funding, this facility can sustain and maintain itself for generations to come.

I would like to call to action the Park Board to reconvene the Park Ave Working Group so that it can complete the tasks that are listed on the Park District of Highland Park website, specifically mitigating high water levels to preserve our precious natural resource. Please actively pursue the grants available to coastal communities such as Highland Park on behalf of all residents and friends of the area. We have unique assets that are most worthy of preservation. Thank you for your consideration!

Noell Vaughn

2691 Oak St, Highland Park

I hope you and your family had a good summer and are enjoying the beauty of this Fall. I am reaching out to kindly request the Park District reconvene the Park Ave working group with the goal of finding creative solutions to protect Highland Park's recreational beach and boat launch at Park Ave. We are so fortunate to have Lake Michigan within our community and it was evident this summer especially, an increasing number of residents regularly spend their recreational time there. I am confident with collaborative effort and creativity we can work together to find a fiscally responsible approach to protecting Park Ave for generations of HP residents to enjoy.

Sean Logan

2675 Roslyn Lane, Highland Park

As an active member of the Highland Park community and as a member of two Park Advisory Committees with Rick Kupfer, I would appreciate if you would receive my concern about the Park Avenue beach funding decisions. I have been in contact with numerous local realtors who have expressed frustration that the city has become less desirable for young families. When I started my family here, we visited and enjoyed many of the park district kids centered programs at Park Avenue Beach, especially the Sand Trackers program. Recently three families have moved into our neighborhood here in the northeast section of Highland Park and they have expressed much enthusiasm for participating next summer in programs and family activities at this excellent beach.

I know, from being on those two committees, that the residents can be aggressive enough about how their tax monies are spent, that I had to intervene in the past in Rick's defense during one of our meetings.

I'm also well aware that the COVID-19 impact has had a tremendous negative hit, but, I sincerely believe that our commitment to maintain and better establish this jewel of Highland Park will have a very positive long term value to Highland Park, and to the Park District and to the lives of the families of Highland Park.

Jason M. Metnick Partner

Meltzer Purtil & Stelle LLC 300 South Wacker Drive Suite 2300, Chicago

Highland Park has a premier location on the North Shore. It is the lake shore that Highland Park's residents have enjoyed perhaps more this summer than any time in recent memory. The Park Avenue Boating Facility was front and center this year, packed from morning to night. This facility sets Highland Park apart from other communities, and this facility merits significant attention, time, and dedication of resources to preserve it for our residents. There is no doubt that it both enhances the lives of HP residents, but also adds value to real estate in Highland Park. Communities along the North Shore who have not been proactive have essentially lost their lakefront beaches and watercraft launching abilities. Highland Park can avoid a similar fate if prompt action is taken.

I would like to call to action the Park Board to reconvene the Park Avenue Working Group so that it can complete the tasks that are listed on the Park District's website. It is abundantly evident that there are several grants that would provide funding to preserve and enhance the Park Avenue Boating Facility. I urge the Park Board to take action to apply for grants, dedicate capital, and take a renewed look at Highland Park's boating facility. It is irreplaceable, and yet its loss is both imminent and avoidable. Reconvening the Park Avenue Working Group is the first necessary step to avoid loss of our Park Avenue Boating Facility. I appreciate your thoughtful consideration and efforts.

Bridgette Wolf

995 Marion Ave. Highland Park

Highland Park has many beautiful features for our community – our downtown, our parks, tennis courts, golf courses, pools... all of which can be replicated by any town, almost anywhere, but one asset is unique and distinct for Highland Park – access to Lake Michigan. Our Park District does many wonderful things but ignoring and allowing one of our best properties to decay and be at risk, is a miss for generations to come.

Park Avenue Beach is a rare gift for this community as we have seen by the usage of locals and non-residents all summer long. I ask of you to honor your commitment to the natural beauty and recreation that Lake Michigan affords and only towns like Highland Park have the ability to do. It is easy to say move to Northbrook or Deerfield or Glenview – but none of them have the lake and it is why many chose to live in Highland Park.

We need you to re-commit your money and support to the Park Avenue Boating Facility. As a lifelong resident of Highland Park, I remember the disgrace of Rosewood and the joy and pride of our investment into it. The Park District should be equally proud of Park Avenue – sadly it's hard to be with the condition of an old breakwater that will fail in a few years and a facility that many (including my husband) call “a dump.” This summer people enjoyed each other and the lake boating, fishing, sitting, paddling, and just enjoying the beauty. We need to invest in this for our families and community.

We need this to be an elevated priority otherwise Highland Park will be like any town vs extraordinary. I understand there are federal and state grants available, but only if we make an effort and the PABF a priority. We need the capital improvements. We need the working group back to work. We need to be proud of all our recreation, but especially those that only Highland Park can offer. Those distinct assets make all the difference. I thank you again for the amazing work all summer long during Covid-19.

***Laura Knapp, Commodore North Shore Yacht Club
700 College Place, Highland Park***

Re-commit your money and efforts to the Park Avenue Boating Facility. The Park District should be proud to use, maintain, and promote this park. The natural beauty of Lake Michigan supports your mission. People walked, jogged, fished, gazed, and boated at the lake during the Covid-19 Pandemic and enjoyed another incredible summer at the lake. But as you know, the breakwater will fail within 3-4 years and the facility is in desperate need of maintenance and repairs.

The North Shore Yacht Club asks the five sitting commissioners to do the following:

1. Update the expired license agreement with the City for the South Beach. This will prove that the City and the Park District are invested long-term in this recreation area and can better allocate funds for maintenance and capital improvements.
2. Put your PABF Working Group back to work. The task force last met 9 months ago - in January of 2020 - they only completed 2 of 4 tasks and still need to make a recommendation to the board for the future of the boating amenity and breakwater. It is time to choose one of the breakwaters and boat launch options that were presented in the \$80,000 engineering study completed in 2018.
3. Re-Prioritize this facility. This is not a low priority park as commissioners have stated. The 2007, 2013, and 2019 survey data should be re-reviewed. User functions and needs at the park should not be separated into power boaters, non-motorized boaters, and non-boaters as was done in the 2019 survey results.
4. Fund Maintenance and Capital Improvements at this site. Third party funding will only come if the park district is invested in the site. OSLAD and PARC Grants are available and Federal funds are available - but you cannot get them if you do not put minimal funds into the budget for matching grants. Other options include using the \$800,000 development impact fees the park district received in 2019 or use limited general obligation park bonds.
5. The breakwater, boat launch, and pier were constructed forty years ago, and the entire site has not had any updates since 2004. The entire facility should be improved, and the park district can better optimize revenue opportunities at this site. The North Shore Yacht Club member families want this boating facility to be around in the future - so we ask for your help in supporting it, maintaining it, and improving it. Let us continue to work together to find the right solutions. But time is of the essence.

ROSEWOOD BEACH PROJECT UPDATES

Director Smith reported that at the August 25 Board Meeting, Adam Hammen of SmithGroup presented findings from their investigation of the boardwalk along the lower parking lot of Rosewood Beach. Mr. Hammen discussed the cause of the settling and tilting of the boardwalk and presented three repair options. Park District staff are further investigating the third repair option, as it is the most cost-efficient and least intrusive option, which would remove the boardwalk and railing, however, the existing concrete slab would remain intact. A chemical grout would be injected into the subsurface to fill the voids and lift the existing slab to stabilize the area. Once complete, the boardwalk and railing would be replaced. Staff will likely have a recommendation for the Park Board of Commissioners and hope to have repairs begin this Fall.

Additionally, Director Smith reported that Margaret Boshek of SmithGroup presented preliminary drawings, discussed the opinion of probable construction costs, and reviewed a potential project schedule for the installation of the back of beach revetments in the Interpretive Cove and the Swimming Cove at the August 25 Board Meeting, however, the Park Board requested options for short term solutions so Ms. Boshek is here this evening to discuss short and mid-term solutions which could further protect the Interpretive Cove during the Fall and Winter months.

Ms. Boshek presented the short and mid-term solutions for Rosewood Beach, beginning with a lake level forecast. She reported that the lake levels are receding, indicating that the lake level has receded by 8 inches over the past 2 months. She reported that the National Oceanic and Atmospheric Administration (NOAA) is predicting colder temperatures and the lake freezing over in February, so erosion and movement of sand could occur until then.

Regarding the proposed solutions, Ms. Boshek shared images of the Interpretive Cove and presented possible solutions.

A. Short-Term Solution: Trap Bags

Ms. Boshek reported that this is a stable system, as the trap bags, which are essentially large sandbags, come in a series and have a wire running through each bag functioning as a connector to provide added support should one puncture. Additionally, she recommends purchasing lids to enclose each trap bag within the system. Ms. Boshek recommends placing a double layer of trap bags to protect the chaise lounge and the surrounding boardwalk. She advised against placing trap bags in front of the Interpretive Center and the surrounding boardwalk as there is an ample amount of sand within that area which will protect those structures over the Fall and Winter months. If the proposed solution is approved, Ms. Boshek reported that minor excavation will occur in order to place the trap bags, and the Park District may need to purchase additional sand to fill the bags, however, that sand can be reused and spread throughout the cove come the Spring. Finally, scour stone will need to be placed in front of the trap bags to prevent undermining. As for probable construction costs, Ms. Boshek estimates the total cost to be around \$70,000 - \$100,000.

B. Mid-Term Solution: Trapbags

Ms. Boshek reported that a wire mesh is placed within these trap bags to prevent puncturing and provided added support for 10-15 years. Unlike the short-term solution in which the trap bags are visible along the shoreline, this solution requires a bit more excavation as the trap bags will be stacked and buried, and scour stone will be placed to prevent undermining. Overall, this mid-term solution is similar to the revetment but far less expensive. Ms. Boshek estimated the preliminary construction costs at a little under \$300,000 whereas the originally proposed revetment, which is a long-term solution with a 50-year lifespan, the estimated construction costs are a little under \$600,000.

Ms. Boshek reported that permits will be required if the mid or long-term solutions are approved. As for scheduling, Ms. Boshek recommends the short-term solutions be installed immediately, whereas the mid or long-term solutions can be installed over the winter months. Ms. Boshek reminded the Park Board of Commissioners that these solutions are defensive measures that will protect infrastructures; however, these solutions will not prevent sand from within the cove.

Executive Director Romes reported that staff are looking for direction from the Park Board of Commissioners regarding the implementation of one of the proposed solutions.

Director Smith reported that staff recommends implementing the mid-term solution, which is similar to the originally proposed steel revetment, but half the cost since this solution utilizes wire mesh trap bags vs. steel. Since SmithGroup has yet to hear back from Trap Bag, Director Smith feels the short-term solution may not be a realistic option as the implementation should have already occurred, however, staff are still pursuing this.

Commissioner Grossberg would like to know what creates stability and prevents the trap bags from being undermined in the short-term solution.

Ms. Boshek reported that scour stone will need to be placed in front of the trap bags to prevent undermining from occurring and the excavation will create a base for the bags.

Commissioner Grossberg would like to know if the trap bags in the short-term solution will be visible to guests frequenting the beach.

Ms. Boshek reported that the trap bags will be visible as it is a temporary solution.

Director Smith reported that staff are recommending that either the mid or long-term solutions be implemented in the Spring of 2021, to which staff needs direction from the Park Board of Commissioners. Additionally, since the Park Board of Commissioners proposed a short-term solution for the Fall and Winter months of 2020 – 2021, staff included this solution in tonight's discussion and would like to know if the Park Board of Commissioners still feels it's necessary to implement a short-term solution.

Ms. Boshek reported that scouring could occur near the chaise lounge over the Fall and Winter months, however, this would not be a significant loss since excavation for the mid or long-term solutions will occur in that same area.

President Ruttenberg asked Ms. Boshek if she feels the short-term solution is necessary.

Ms. Boshek reported that she does not feel the short-term solution is necessary.

Commissioner Grossberg would like to know if there is a less expensive short-term solution.

Ms. Boshek reported that traditional sandbags cannot withstand the impacts from waves, hence why she proposed the trap bag alternative.

Director Smith reported that this is the most viable and cost-efficient short-term solution.

Commissioner Flores Weisskopf would like to know if additional sand will need to be purchased to implement any of these solutions.

Director Smith reported that staff planned to purchase additional sand, however, if during mobilization it is no longer deemed necessary it will simply become a cost-saving on the project.

Vice President Kaplan is frustrated that Rosewood beach continues to be a significant expense to the District since there are several other projects which need repair.

Commissioner Bernstein would like to know what the goal of the short, mid, and long-term solutions.

Ms. Boshek reported that the goal of either solution is to protect the parking lot since it lacks a foundation system.

Commissioner Bernstein would like to know what the future is of the chaise lounge.

Ms. Boshek reported that the chaise lounge is in a high area, so she recommends relocating it, reporting that both the mid and long-term solutions include the removal of the lounge.

Commissioner Bernstein would like to know the future of the boardwalk with the overhang.

Ms. Boshek reported that the boardwalk with the overhang would be removed as well.

Commissioner Bernstein would like to know if the cost of removal of the chaise lounge and the boardwalk with overhang are included in the estimated costs.

Ms. Boshek reported that the removal costs are included, and the removal will provide an additional 30feet of open sand within that location of the Interpretive Cove.

Commissioner Bernstein would like to know how much of a buffer will be created between the parking lot and lake water if the Park Board of Commissioners approves a sand replenishment within this open space.

Ms. Boshek reported that the sand nourishment spread directly in front of the Interpretive Center is maintaining a barrier, however, the area in front of the chaise lounge is the focal point for waves and erosion and ravine washout so the removal of the chaise lounge and the boardwalk with overhang will not prevent erosion from occurring.

Commissioner Bernstein would like to know if there are plans to address this issue.

Ms. Boshek reported that the erosion levels within the Interpretive Cove are due to the high-water levels, so as the water recedes the erosion will decrease.

Commissioner Bernstein would like to know if there is a foundation underneath the parking lot.

Ms. Boshek reported that there is no foundation adjacent to the sand structure, so erosion will lead to sinkholes and compromise the parking pavers.

Commissioner Bernstein would like to know what is the possibility that this could occur.

Ms. Boshek reported that the US Army Corps of Engineers is predicting that the lake levels could exceed historic highs, so it is not out of the realm of possibility.

Commissioner Bernstein would like to know if Ms. Boshek could place a percentage on the possibility of the parking lot being undermined.

Ms. Boshek believes in the cyclical trends regarding Lake Michigan and since scientists are predicting more precipitation, she believes that the lake levels will remain above normal and scientists will create a new normal. She does not feel the parking lot is in immediate danger due to the recent contributions and protective measures put in place, however, the parking lot will be compromised in the future should no further solutions be implemented, which could occur within the next 10years.

Commissioner Bernstein would like to know if the mid-term solution is realistic since it has a 15-year lifespan, and the parking lot may not be compromised for 10 years.

Ms. Boshek reported that her 15-year estimate is not based on the solution being impacted by waves for that time or degradation. The 15-year lifespan is an estimate based on the location, however, if water does

not impact, puncture, or penetrate the trap bags the lifespan could significantly increase. Since this is a new solution there's not enough evidence to provide a more accurate lifespan.

Commissioner Bernstein would like to know if deterioration or exposure has a greater impact on its useful life.

Ms. Boshek reported that the geotextile material of the trap bags will not deteriorate unless exposed to water.

President Ruttenberg would like to know if offshore protections are the best solution, as those will reduce wave energy within the cove, erosion, and sand loss, which will always be an ongoing challenge even with the implementation of onshore solutions.

Director Smith reported that the previously discussed offshores solutions will reduce erosion, however, they will not eliminate the problem with high lake levels, so the decision was made to move forward with onshore solutions and revetments.

Ms. Boshek reported that the sand within the Interpretive Cove is protecting the District's infrastructure and amenities, however, the high lake levels are causing sand loss so the implementation of offshore solutions will reduce erosion. SmithGroup presented two offshore solutions, a reduced gap, and an underwater weir, both will mitigate wave energy during high lake levels, however, as the lake recedes the coves will dry out which presents a larger and more costly issue than the onshore solutions.

President Ruttenberg asked the Park Board of Commissioners if they feel comfortable providing a recommendation this evening or if they would like to revisit this subject at the October 27 Board Meeting.

Commissioner Bernstein advised against the short-term solution and would like to revisit possible solutions for the most problematic area of the Interpretive Cove, suggesting the mid and long-term solutions do not address the full issue since those solutions fail to prevent further erosion from occurring.

Executive Director Romes reported that a decision does not need to be made this evening, however, a decision will need to be made at the October 27 Board meeting regarding the implementation of the mid or long-term solutions.

Commissioner Bernstein would like to discuss a third option, which removes the chaise lounge and boardwalk with overhang and differs the installation of a revetment. He would like to know the costs and benefits of this solution in comparison to the mid and long-term solutions.

President Ruttenberg reported that a decision will be made at the October 27 Board Meeting.

DRAFT OF THE FIVE-YEAR CAPITAL PLAN

Director Smith reported that this plan has been discussed and reviewed in detail with the Finance Committee.

Five-Year Capital Plan Summary by Area

Director Smith noted that this portion of the report reviews the approved, actual, and projected expenses for 2020 vs. the budgeted costs over the next five years for technology, parks, facilities, and district-wide capital projects. Director Smith reported that there is a \$3million difference in budgeted costs vs. projected expenses in 2020 because of the pandemic.

New Capital Plan Prioritization Tiers

The next item reviewed was the prioritization tiers for capital projects. Director Smith provided a brief overview of each tier, indicating that tier one projects are of the highest priority.

Tier 1 is the highest priority, which are projects falling under safety and legal compliance, such as grants, intergovernmental agreements, or laws.

Tier 2 are projects in need of critical repairs or items that need to be replaced, as these projects could pose a safety hazard, impact operations, or lead to a larger expense if ignored.

Tier 3 are existing assets that are scheduled to be replaced as these assets have met their useful life. A large portion of the capital plan falls under Tier 3.

Tier 4 projects are improvements to existing items. If ignored it would not limit or impact operations.

Tier 5 are projects that would add capacity or improve programming.
If ignored it would have no impact on the District's status quo.

Planning Calendar and Budget for GreenPrint Projects

The next item reviewed was the planning calendar and budget for GreenPrint Projects. Director Smith reported that a vast majority of GreenPrint projects are included in the Five-Year Capital Plan. He highlighted where each item falls within the Five-Year plan, how much money is currently budgeted for those projects and provided an overview of when those projects should be completed.

The Preserve of Highland Park Director Smith reported that this is a tier 1 project. Construction will begin this Fall and should be completed in 2023.

A. Sunset Woods Playground and Master Plan

Director Smith reported that planning will conclude this year and construction will begin next year.

B. Centennial Ice Arena (Lobby and Entry Renovations)

Director Smith reported that this is a tier 3 project, in which staff plan to spend \$150,000 on planning documents in 2021 and construction to conclude by the third quarter of 2022.

C. Centennial Ice Arena (Gymnastics Improvements)

Director Smith reported that planning costs are budgeted for 2021 in conjunction with the planning costs for West Ridge Center since staff will be taking a holistic approach to determine where gymnastics shall be located should the Park District move forward with a multi-purpose facility.

D. West Ridge Center (Multi-Purpose Facility Planning)

Director Smith reported that staff are reviewing findings from the 2019 GreenPrint Review and will discuss planning options for the needs of this space becoming a multi-purpose facility.

E. West Ridge Center Building Repairs

Director Smith reported that there are funds set aside for scheduled facility repairs as of 2022, however, these could change or be relocated based on the decisions regarding a multi-purpose facility.

F. Athletic Field Synthetic Turf

Director Smith reported that there are no funds reserved for this project over the next five years.

Five-Year Capital Plan Summary by Tier

The next item reviewed was the Five-Year Capital Plan Summary by Tier, which indicates how much the District is planning to allocate each year for capital repair, replacement, and improvement projects based on the established prioritization tiers for capital projects. He reported that maintenance projects have been prioritized under tier's 1-3 vs. improvement projects which have been prioritized under tier's 4-5.

Five-Year Funding Model

The next item reviewed the Park District's Five-Year Funding Model if the Park Board of Commissioners approves spending tiers 1-3 capital projects. Director Peters reported that the Park District is projecting to spend \$4.7 million by the end of 2020 in tiers 1-3 capital projects. Additionally, she is pleased to report that the Park District has enough funds available over the next five-years to cover tiers 1-3 capital projects. During this time staff are projecting a \$5 million bond issuance in 2024 to help cover costs, and plan to reduce transfers from both the recreation and special recreation funds. If the Park Board of Commissioners approves spending all tiers, which covers scheduled maintenance, improvements, and new projects, Director Peters reported that the District will deplete the capital fund by 2022. Lastly, she reported that both scenarios assume a full tax levy.

Since the tier 4 and 5 projects scheduled for 2021 will deplete the capital fund, Director Smith provided a list of those projects for staff and liaisons to discuss. Those projects include \$12,000 for waste and recycling

containers, \$60,000 to repair and replace the fishing deck at Danny Cunniff Park, \$50,000 for the drainage improvements at Centennial Ice Arena, \$15,000 set aside for master planning funds at the Golf Learning Center, \$48,250 to install an automatic gate at Park Avenue Beach and \$15,000 for site improvements, \$35,000 for planning costs for the Recreation Center of Highland Park locker room renovations so construction can begin in 2022, and \$11,900 to install door fobs on the classrooms at West Ridge Center. Director Smith reported that most of these are planning items and staff recommends completing these projects as scheduled in 2021 but will re-evaluate come the end of the year.

Budget Discussion Items

Director Smith reported that the Finance Committee liaisons requested that these items be presented to the entire Park Board of Commissioners to decide whether the District includes these projects in the Five-Year Capital Plan.

A. Rory David Deutsch Park Playground Replacement

Director Smith reported that this is a tier 3 project, which the Park District has \$300,000 reserved in 2021 to replace the playground, however, the current agreement between the Park District and the homeowner's association has a 20-year initial term which expires in July of 2021. Staff shared letters with the homeowner's association asking to set up a meeting to discuss the next steps since the current agreement is expiring.

B. Moraine Park Path Repair

Director Smith reported that this is a tier 1 project, which the Park District is projecting to spend \$50,000 this year, \$35,000 of which would cover the construction documents, and in 2021 the District set aside \$450,000 to cover construction costs. Staff would like to know if the Park Board of Commissioners would still like to move forward with the presented schedule, or if staff should defer the project a year.

Commissioner Grossberg would like the project to commence as scheduled in the proposed project timeline. He fears the project will not be completed if differed.

Vice President Kaplan feels it is a significant cost to repair a pathway for a dog park when there are projects in need of repairs such as Park Avenue.

President Ruttenberg is not in favor of completing this project next year, suggesting there are other projects which should take priority.

Commissioner Bernstein agrees with President Ruttenberg.

Director Smith reported that planning funds can be reserved in 2021 and construction could occur in 2022 after revaluation next year.

Vice President Kaplan agrees with Director Smith's adjusted timeline.

Director Smith reported that the repairs could possibly be completed by mid-2022.

C. *Sunset Woods Playground Renovation and Master Planning*

Director Smith reported that the District will spend a little over \$51,000 in 2020 on planning documents for the playground and a master plan of the site, so construction can occur in 2021 in hopes of having the renovations completed by that Summer. Staff would like to know if this project and its proposed timeline should remain in the Five-Year Capital Plan.

D. *Centennial Ice Arena Renovation*

Director Smith reported that this is a tier 3 project, in which the Park District is projecting to spend \$150,000 in 2021 for planning documents and \$1.9 million in 2022 to cover construction.

Commissioner Bernstein still feels this is a priority project as identified in GreenPrint. He would like to keep this project to commence as proposed.

President Ruttenberg agrees with Commissioner Bernstein, reporting that this facility is utilized by thousands of patrons.

E. *Rosewood Beach Boardwalk Repair*

Director Smith reported that the Park District spent \$66,850 this year, so SmithGroup could investigate the boardwalk and provide repair options. As mentioned earlier this evening, staff hopes to have a recommendation from the Park Board of Commissioners at the October 27 Board meeting.

F. *Rosewood Beach Revetment*

Director Smith reported that the Park District is projecting to spend \$38,700 this year for planning documents and \$750,000 in 2021 to cover construction. Director Smith reported that the \$750,000 budgeted for 2021 is a worst-case scenario in which SmithGroup would install the revetment in the Interpretive and Swimming Coves. As mentioned earlier this evening, staff hopes to have a recommendation from the Park Board of Commissioners at the October 27 Board meeting.

Vice President Kaplan would like to know where Park Avenue fits into the Five-Year Capital Plan.

Director Smith reported that the District has site planning funds reserved in 2021 for Park Avenue.

COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE

Executive Director Romes reported that it has been 7 months since the Park District closed on March 13, 2020, due to the concerns surrounding the Coronavirus pandemic. Since that time, the Park District has

dedicated our time and resources to continuing the delivery of essential programs, services, and facilities while ensuring the health and safety of the community and responsible management of fiscal resources. The Park District has gone from providing free virtual programming during the Stay-At-Home Order to outdoor recreational and leisure pursuits in Phase 2 of the Restore Illinois Plan, such as golf, tennis, parks and natural areas to eventually reopening facilities as permitted in Phase 3 and 4 of the state's guidelines. Staff strictly enforced the mandated guidelines and in many cases exceeded the recommendations provided by the Center for Disease Control (CDC) in an effort to provide safe opportunities such as extended day camp programming, ParkSchool, and early childhood enrichment classes to families who have essential daycare needs. Additionally, the Park District expanded outdoor recreational programs by offering baseball, gymnastics, nature-based programs, outdoor fitness classes, swimming, boating, and drive-in movies. Overall, Executive Director Romes reported that Highland Park residents of all ages, skills, and income levels had an abundance of opportunities to live an enriched life through the Park District this Summer.

Since weather permitted, the Park District extended the beach season throughout September, which marked the start of Fall programming. As November approaches, staff are continuing to focus on creating the safest, healthiest, and most comfortable environment for the Highland Park community to enjoy essential recreation, sport, and leisure activities which they have become accustomed to. In doing so, Executive Director Romes reported that not only is the Park District following every standard and guideline provided by the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), and Department of Commerce and Economic Opportunity (DCEO), the Park District is also taking every precautionary measure to ensure the communities safety. The Park District has mandated the use of essential personal protective equipment (PPE), social distancing, reduced class sizes and participants, advanced reservations for facility and program use, and regular cleaning using environmental protection agency (EPA) registered and hospital-grade disinfectants. Additionally, the Park District has invested in state-of-the-art ultraviolet (UV) systems for each facility to sanitize the air safely and continuously from viruses and bacteria. Patrons are encouraged to visit the Park District's website and Facebook Page which provides a complete list of guidelines and safety measures being practiced at each facility. As the colder months quickly approach there will be an increase of indoor programming and facility usage so staff are continuing to keep health and safety as a priority while strategically planning for the community to participate in essential recreation activities that are important for the community's social, emotional, and physical health. Lastly, Executive Director Romes reported that staff will continue to provide outdoor and virtual recreation in many different formats over the Winter months for members of the community who do not feel comfortable entering Park District facilities. Executive Director Romes introduced Assistant Director Maliszewski who will provide Fall and Winter programming highlights.

Fall Programming Highlights

A. Centennial Ice Arena

Assistant Director Maliszewski reported that compared to 2019 participation rates are at approximately 50% for the District's "Learn to Skate" program. As of today, the Park District has 130 unique participants registered for 84 ice skating classes. In 2019 the Park District had 250 unique participants throughout 102 ice skating classes. As for gymnastics, the Park District

currently has 63 unique participants registered for 40 classes, which is a 20% participation rate compared to 2019. However, the Park District's competitive gymnastics team is continuing to grow even in light of the pandemic. As for package ice, Assistant Director Maliszewski reported that this is a new system that requires preregistration for high-level recreational skate. Currently, the Park District has 50 unique users accounting for 277 separate registrations. Assistant Director Maliszewski is pleased to report that ice rental agreements have exceeded the 2019 figures since the Park District had to eliminate public skate since it did not comply with the state's restorative guidelines.

B. Deer Creek Racquet Club

Assistant Director Maliszewski reported that tennis participation is continuing to thrive despite the pandemic. Currently, the Park District has been able to retain 83% of its adult participants and 85% of its youth participants from 2019. Last year the Park District's youth tennis classes had 410 unique participants accounting for 483 registrations over 79 classes, whereas in 2020 the Park District accumulated 350 unique youth participants for 433 registrations over 76 classes. Assistant Director Maliszewski reported that participants are willing to transition indoors since the activity permits social distancing.

C. Recreation

Assistant Director Maliszewski reported that the recreation area has retained 80% of class participation accumulating 335 registration over 43 classes as of this year vs. 2019 the Park District has 422 registrations over 56 classes. Much of this year's loss is due to the cancellation of ParkSchool Sprouts, as it would have been extremely challenging for children ages 2-3years and instructors to adhere to the safety guidelines mandated by the state.

D. Special Events

Assistant Director Maliszewski is pleased to report that all the Park District's special events offered throughout the pandemic have sold out including the upcoming Halloween Event and Fall drive-in movies. Looking ahead into 2021, the Park District will no longer be able to offer the Daddy Daughter Event, which is typically hosted I February, so staff are working on a supplemental alternative for those participants.

E. Heller Nature Center

Assistant Director Maliszewski is pleased to report that nature-based programs have been very sought after during these challenging times, specifically, participation for "Stories in the Woods" and "After School" activities has doubled, so the overall nature-based programming participation rates are comparable to 2019 with an 82% retention rate. Currently, the Park District has 77 unique users vs. 94 unique users in 2019. While Nature Discovery Day had to be canceled, staff used their creativity to offer an alternative event, "Light the Night Trail Adventure" which adheres to the state's guidelines. As it relates to Rosewood public programs, the Park District currently has 42 unique participants vs. 48 unique participants in 2019.

F. Athletics

Assistant Director Maliszewski is pleased to report that outdoor Fall baseball had 200 participants, however, as programs transition indoors basketball currently has a 32% retention rate from 2019. Assistant Director Maliszewski reported that while staff understands this is a significant reduction, basketball is current at full capacity due to the fact that the Park District only has two gymnasiums available to athletics, one court is at the Recreation Center of Highland Park the other is at West Ridge Center. Additional athletic programs will be operated from the Highland Park Field House, which participation is very promising, as the Park District's baseball academy and indoor flag football programs will begin in November. Currently, there is a combination of 74 unique participants registered between both programs. As for martial arts, it will continue to be operated from West Ridge Center, and the Fall session has a 62% retention rate from 2019.

G. Aquatics

Assistant Director Maliszewski reported that aquatics and the Park District's "Learn to Swim" program has a 34% retention rate from 2019. Currently, the Park District has 60 unique participants vs. 178 from last year, however, private lessons have doubled from August to September, and lap swim is at a 99% capacity, with some days available lanes being sold out. Additionally, the Highland Park Aqua Club is renting the indoor pool six days a week, the Northern Suburban Special Recreation Association (NSSRA) Gators are utilizing the indoor pool for activities, and the Parks Foundation is working with staff to provide more FYI funds to families in Highwood interested in swim lessons.

Commissioner Bernstein would like to know if the Park District is able to utilize School District 112 gymnasiums.

Assistant Director Maliszewski reported that School District 112 gymnasium is not currently available to the Park District.

H. Recreation Center of Highland Park

Assistant Director Maliszewski reported that since the Park District reopened the facility and resumed outdoor activities on June 1, the facility and various unique fitness offerings have seen a total of 742 unique users. Those fitness offerings include lap swim, group exercise classes, personal training sessions, and access to the general fitness floor. When the facility reopened, the Park District offered daily fees which have since transitioned into a monthly pass. Currently, staff are developing an even greater membership plan which is more cost effective and better caters to each individual's needs, which should be available come November. In regards to the various unique fitness offerings, Assistant Director Maliszewski reported that this past week the Park District had a total of 85 unique users, 220 fitness floor reservations which is the highest use per date with just over 2.5 uses per participant, 159 unique users for group exercise classes for a total of 333 visits,

69 unique users for personal training for a total of 86 sessions, and 53 unique users for a 117 lap swim reservations.

President Ruttenberg would like Assistant Director Maliszewski to create graphs comparing the 2019 to 2020 programming for the areas mentioned above.

Commissioner Bernstein asked that Assistant Director Maliszewski indicated key operational changes in those graphs, such as reduced facility hours as that limits programming availability.

Assistant Director Maliszewski reported that this may be challenging since reservations and registrations conducted in 2020 are significantly different than 2019, however, he will work with staff to provide better comparisons.

Safety Guidelines and Procedures Should Staff or Patrons Contract COVID-19

Director Dunn reported that the Park District has several new practices and policies in place in response to COVID-19. While all the Park District's efforts are in hopes to avoid positive cases these practices also help in the event of a positive case regardless of whether it is an employee or a patron the Park District works directly with the Lake County Health Department and follows their guidance based on the facts collected through their investigation of cases and contact tracing. Director Dunn provided an overview of the Park District's process and what staff has done when dealing with positive cases involving employees. Additionally, she reported that the process is similar when dealing with a patron who tests positive.

A. Confirmed Positive Case

Director Dunn reported that as soon as the Park District is notified of a positive test result the employee is immediately directed to stay home, and that employee is required to self-isolate until they receive further instructions from the District Human Resources Department. From there the Park District notifies the Lake County Health Department through an online portal where a caseworker will partner with the Park District while the employee is out of the office. During this time, Director Dunn will work with the employee and that employee's Supervisor to perform contact tracing, examining the hours and days spent at work. Likewise, the caseworker from the Lake County Health Department will work with that employee to perform contact tracing related to individuals and businesses that the employee may have encountered outside of work. Director Dunn reported that if Park District knows when the employee's symptoms began, Human Resources will use the 48 hour period before the onset of the symptoms to identify the indirect and the close contacts, which is the guidance provided by the IDPH and the CDC. If the Park District does not know the date that the employee began experiencing symptoms or if that employee was asymptomatic and never had symptoms, Human Resources will use the previous 14 day period to help determine who those contacts were. Director Dunn provided a summary of the procedures for an indirect exposure to a confirmed case vs. close contact to a confirmed case as outlined by IDPH and the CDC.

B. Indirect Exposure to a Positive Case

Director Dunn reported that indirect exposure would be anyone who was in the facility at the same time as the diagnosed employee or anyone who may have interacted with that employee during the 14-day tracing period but was not considered to be within close contact. Director Dunn reported if the guidelines, policies, and procedures in place for employees and patrons as well as the extra safety measures which the Park District has enacted throughout programming are followed there should be very little chance of close contact occurring under these definitions. In most cases, the Park District will have indirect contact in which case the employee will not need to self-quarantine.

C. Close Contact to a Positive Case

Director Dunn reported that close contact is anyone who was within 6ft of the diagnosed employee for a prolonged period of 10minutes or more or having direct contact with secretions from the diagnosed person, such as being coughed or sneezed on from the diagnosed employee. Anyone who is deemed a close contact will be instructed to self-quarantine for 14 days.

When the Park District is performing contact tracing for employees' interactions at work with patrons or other coworkers Human Resources uses registration logs, payroll records, security camera, meeting schedules, and any other means available to identify anyone that may have come in contact with the diagnosed employee. Additionally, she reported that Human Resources works with the diagnosed employee to make sure the contact list is accurate. Once indirect and all close contact individuals have been notified of the exposure and exposure type, Human Resources will provide recommendations from the Lake County Health Department regarding the next steps and precautionary measures for those individuals.

D. Facility Impacts

Director Dunn reported, that in combination with contact tracing Human Resources works with the employee and that employees Supervisors to determine what facilities the diagnosed employee was in over the prior 7 days, which is recommended by the IDPH and the CDC. During this time, the Lake County Health Department will partner with the Park District to determine which facilities may have been impacted. Any area that the diagnosed employee was in during the prior 7 days must be closed, cleaned, and disinfected. The Park District may decide to close isolated areas of a facility or enforce a complete closure depending on the position of an employee and the different areas of a building which that employee may have accessed during that 7 day period. If the employee has not been in a facility during the prior 7 days there is no need to close the area, the facility, or conduct any additional cleaning and disinfecting, instead the Park District's standard cleaning and disinfecting methods will suffice, which is stated by the IDPH and the CDC.

E. Employee Return to Work

Director Dunn reported that the Lake County Health Department helps to determine and notifies the Park District when an employee is released and able to return to work. This typically occurs after the employee has isolated for 10 days after the onset of their symptoms, they received a

negative COVID test result, or that employee has been without fever symptoms for at least 3 days. However, an employee who was in close contact with a positive individual, they cannot return to work until they have self-quarantined for a full 14 days, as the IDPH and CDC state that an onset of symptoms could occur during this timeframe.

Director Dunn reported that the Park District's plan and protocols were reviewed by the Lake County Health Department, who were pleased with the Park District process, response, and follow-through procedures. The Lake County Health Department does not require any additional action from the Park District. Director Dunn reported that the Lake County Health Department has been great to work with during these challenging times.

President Ruttenberg was pleased with the Park District report and is sympathetic to staff as this is a very complicated process.

Director Dunn thanked president Ruttenberg and reported that the process tends to change with each case, however, the Park District has a strong base to work from and she is grateful for the support and partnership from the Lake County Health Department.

REVIEW OF VOUCHERS

President Ruttenberg reported that he reviewed the vouchers, and the items align with the Park District's budget policy, as a result, Director Peters was not asked to present upon this item.

2021 BUDGET PLANNING

Director Peters presented the 2020 – 2021 Fall and Winter Finance Schedule and reviewed the budget planning process. She reported that staff has input their anticipated revenue and expenses into the Park District's budgetary programming software, known as Incode, which feeds into the District's general ledger, based on Illinois being in Phase 4 of the governor's Restorative Plan come 2021. Director Peters and Executive Director Romes have reviewed these amounts and held meetings with staff to discuss those figures. Currently, staff are refining those figures based on recommendations from those meetings and a draft of the budget should be available as of November 12 and presented at the November 19 Finance Committee Meeting. Based on discussions and recommendations from that meeting staff will further refine the budget and present the updated budget at the December 3 Finance Committee Meeting. If further changes are advised, the budget will be refined once again and presented at the January 7, 2021, Finance Committee Meeting. The final draft of the budget will be presented to the Park Board of Commissioners at the January 12, 2021 Workshop Meeting. As of February 11, 2021, the budget will have sat for 30 days so a publication will be shared with the community notifying them that a public hearing will be held at the February 23, 2021 Board Meeting to approve the 2021 budget. If the budget is approved by the Park Board of Commissioners at the February 23, 2021 Board Meeting, staff will file the 2021 budget with Lake County as of February 26, 2021.

President Ruttenberg reported that he is opposed to raising taxes in 2021 regardless of the effects it will have on the Park District.

Vice President Kaplan agrees with President Ruttenberg's recommendations.

Commissioner Flores Weisskopf agrees with President Ruttenberg's recommendation and would like to see staff find creative ways to implement further budget cuts.

Commissioner Grossberg would like to know why this question was posed.

President Ruttenberg reported that if the Park Board of Commissioners agrees that the Park District should not increase taxes staff needs to be aware of this as they are in the beginning phases of the budget planning process.

Commissioner Grossberg does not want to make promises he cannot keep. If the Park District has the ability to maintain parks and facilities and continue to offer a high level of services without raising taxes he is in favor of it, but he would like to know all the factors before agreeing to President Ruttenberg's recommendation.

Commissioner Bernstein reported that it is easy to say the Park District will not raise taxes, however, it is much more complicated than that. Currently, two options have been discussed in recent Finance Committee Meetings, that would impact a taxpayer's property bill, the first is the tax levy which the Park District issues every year and the other is taxing new construction in Highland Park. Commissioner Bernstein does not agree with the blanket statement that the Park District will not increase taxes, as he is in favor of taxing new construction.

President Ruttenberg reported that if a taxpayer paid \$200 to the Park District in 2020, he wants to ensure that they will be taxed the same amount in 2021.

Commissioner Bernstein reported that staff and the Park Board of Commissioners cannot control the evaluation assessed value (EAV) of a homeowners property or the equalization factor which comes from a home assessor, so he disagrees with the statement that staff or the Park Board of Commissioners can ensure if a taxpayer paid \$200 in 2020 they will only owe \$200 in 2021. With this being said, Commissioner Bernstein reported that the conversation should be regarding the tax levy, not property taxes. If the Park Board of Commissioners agrees not to increase the tax levy then staff will need to refine the 5-Year Capital Plan, as projects will need to be eliminated or differed as the Park District will run out of funds come 2023 without raising the tax levy. Commissioner Bernstein would like to know how freezing property taxes will impact the Park District's ability to fund the 5-Year Capital Plan and would like to further discuss those impacts before making any decisions.

President Rutenberg would like staff to refine the capital and operations budget based on a property tax freeze and discuss those impacts at an upcoming Finance Committee Meeting.

Commissioner Flores Weisskopf reported that the Park District needs to provide a savings to the community, especially for those individuals who are not using the Park District services, facilities, or parks, so she would like further cuts implemented.

Commissioner Bernstein would like to know how much the Park District would like to increase property taxes.

Director Peters reported it would be a 2.3% increase based on the CPI, which is roughly an additional \$1.2million which the District would accumulate from taxpayers, which excludes new construction. Additionally, Director Peters reported that if the District imposes a freeze on the tax levy, a homeowners taxes will still change based on the EAV as that is controlled by Lake County, however, the Park District can keep the special recreation fund taxed at .04%, and lastly, the Park District will still tax new growth as it only impacts new homeowners and current owners with new construction. She reported that these recommendations will be implemented and discussed at an upcoming Finance Committee Meeting.

Commissioner Bernstein reported that the Park District froze the levy 10 years ago and held the freeze for 2 years. If the Park Board of Commissioners would like to follow this course, he would like to review the impacts to the Park District.

Executive Director Romes reported that staff can compare that data to today to better understand the repercussions.

Commissioner Bernstein and Commissioner Grossberg feel it is premature to state that the Park District will freeze property taxes, as they would like to review the updated budget and understand its impacts on operations and the 5-Year Capital Plan before making any decisions.

Executive Director Romes recommends all Park Board Members to attend the upcoming Finance Committee Meeting, as staff will be discussing the effects of operations and the 5-Year Capital Plan with or without the effect of a tax levy increase and with or without the effects of the CPI. Additionally, staff will discuss how those decisions will impact the community.

Director Peters reported that a Park District is taxed capped so the Park District will not have the ability to issue bonds or debt certificates for another 4 years, whereas a city or village is not tax capped so if they decide they need to issue bonds or debt certificates to generate revenue they can do so at any time.

CLOSED SESSION

Motion was made Vice President Kaplan, seconded by President Ruttenberg to adjourn into Closed Session for discussion of Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the

purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act - for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 8:58 p.m.

The meeting reconvened into Open Session at 9:01 p.m.

ACTION FROM CLOSED SESSION IF ANY

President Ruttenberg reported that the Park Board of Commissioners met in Closed Session for the discussion of Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act - for discussions between internal or external auditors and the Board. As advised by legal counsel the park Board of Commissioners voted that the Closed Session Minutes from January 28, 2020, February 25, 2020, March 10, 2020, April 14, 2020, and June 9, 2020 along with Closed Session Minutes which we're reviewed and withheld in the past, not be released for public inspection.

ADJOURNMENT

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 9:02 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
OCTOBER 27, 2020**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor’s Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Regular Board Meeting.

The meeting was called to order at 6:01 p.m. by President Ruttenberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs; Manger Schwartz; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

CONSENT AGENDA

A motion was made by Commissioner Vice President Kaplan and seconded by Commissioner Grossberg to approve the Minutes from the September 22, 2020 Regular Board Meeting; the 2020 River’s Edge Golf Learning Center ADA Restroom Improvements Project; and the Bills and Payroll in the amount of \$1,320,048.69

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

Treasures Report and Financial Forecast

Director Peters provided an update of the District’s financial forecasts and presented a report from the October 22, 2020, Finance Committee. She reported that the Park District’s General Corporate Fund is tracking according to the original budget due to reduced payroll expenses and a timing difference in health

insurance. As for the Special Recreation Fund, she reported that budgeted tax receipts are trending favorably due to timing difference. Staff anticipates that the variance should diminish. The Park District's contribution to the development of a new facility for the North Suburban Special Recreation Association (NSSRA) was budgeted for June. However, the contribution will not be made until January of 2021. Director Peters reported that there is an unfavorable variance in the Recreation Fund due to the reduction of activities due of the Pandemic. The Debt Services Fund is trending favorably, and scheduled payments will be made in December. Lastly, she reported that the Park District's Capital Fund is significantly under budget due to several projects being eliminated or differed because of the pandemic.

Financial Forecast

Special Disclaimer from Public Financial Management (PFM)

Director Peters shared the District's special disclaimer, reporting that the research and any forecasts are based on current information as of September 30, 2020, as is considered to be reliable, but the District does not represent it is accurate or complete, and it should not be relied on as such. The information, opinions, estimates, and forecasts contained herein are also as of the date hereof and are subject to change without prior notification.

Projected Cash Flow/Operations (Operations General and Recreation Fund)

Director Peters presented the District's chart of operations which examines the General and Recreation Funds comparing the budgeted cash on hand vs. the projected cash on hand at the end of each month. She reported that the District budgeted to have \$11.9 million in cash on hand on December 31, 2020. As of today, staff are projecting to have \$10.9 million in cash on hand on December 31, 2020, despite the impacts of COVID-19. Additionally, the District will remain in compliance with our board policy, maintaining a 25% reserve in the general and recreation funds.

Budget vs. Actual vs. Projected (Operations General and Recreation Fund)

The next item reviewed was the 2020 Budget Comparison report of the General and Recreation Funds. This report provided a comparison of the 2020 budget approved in December of 2019 vs. the actual figures as of today, plus the projections for the end of the year. Director Peters reported that the District budgeted \$27.7 million in revenue and projected to spend \$18.6 million, which provides a \$3 million surplus for the end of the year. Due to the pandemic and its financial impacts, staff are projecting \$15.5 million for the year-end revenue and to spend \$13.7 million, which provides a \$1.8 million surplus for the end of the year based on the actual revenue and expenses generated as of September 30, 2020. She reported that the overall reduction between our original budget vs. the projections is a \$1.2 million deficit. As of September 30, the Park District has generated a little over \$13.3 million in actual revenue vs. the \$12.39 million projected, which provides a \$1 million surplus. As for expenses, the Park District has spent \$9.5 million as of September 30 vs. the \$10 million projected, which is a \$500,000 negative variance. The year-to-date net difference, which compares the actual vs. projections is a \$1.5 million surplus.

Budget vs. Actual vs. Projected No Taxes/Transfers (Recreation Fund)

The next item reviewed was the 2020 Budget Comparison report of the Recreation Fund. This report provided a comparison of the 2020 budget approved in December of 2019 vs. the actual figures as of today, plus the projections for the end of the year without the support from property taxes and transfers from the

general fund. Director Peters reported that the District budgeted \$10.5 million in revenue and projected to spend \$12.9 million, which is a \$2.5 million operating deficit for the end of the year. Due to the pandemic, staff are projecting \$5 million for the year-end revenue and to spend \$8.5 million, which projects a \$3.7 million deficit. She reported that there is a \$1.3 million difference between the budgeted deficit vs. the projected deficit. As of September 30, 2020, the District has generated \$4.9 million in actual revenue vs. our projections of \$4.1 million, which is an \$818,000 surplus in revenue. As for expenses, the Park District has spent \$6.5 million vs. the \$6.5 million projected, so she is pleased to report those projections were spot on. The year has a \$777,000 positive variance thus far.

Monthly Payroll Budget vs. Actual vs. Projection

Director Peters reported that the District budgeted around \$10 million in payroll expenses. However, by furloughing staff, reducing employee hours, and implementing a hiring/merit freeze, staff projected the expenses as of December 31 to be around \$7.5 million which reduces the overall projected net difference of the budgeted vs. projected to \$2.5 million. The District's actual payroll expenses as of September 30 are higher than staff projected by \$132,000. Director Peters reminded the Finance Committee liaisons that there is a \$777,000 surplus in the recreation fund and the District has a \$1.5 million surplus in the operations fund. Additionally, the Park District would not have been able to provide all our summer programs and services without having to increase staff and payroll expenses. Director Peters reported that when the pandemic began in March, the District's payroll expenses decreased each month until June. As of June, the governor, and the Department of Economic Opportunity (DCEO) announced that the state would enter Phase 4 of the Restore Illinois plan, which lifted several programming restrictions come July. The District quickly transitioned, hired, and trained staff in preparation of those programs and services.

Summary

Director Peters reported that staff revenue projections were on target with the original budget and expenses were trending less. When the Park District closed in March, revenue significantly decreased and was no longer trending with the original budget. However, when summer programming resumed revenues increased, and the expenses came in less than the projected worst-case scenarios. Staff are projecting flat revenue for November and December, and if the Park District pivots backward to Phase 3 of the governor's Restore Illinois Plan, the Park District's 2020 budget will remain strong.

The Park Board of Commissioners thanked staff for their thorough and easy to understand presentation and congratulated staff for their hard work.

UNFINISHED BUSINESS

A. Rosewood Beach Interpretive Cove Protection Project Updates

Director Smith reported that the goal of tonight's discussion is to receive approval from the Park Board of Commissioners for one of the proposed solutions for the Rosewood Beach Interpretive Cove so staff can move forward with construction documents. Director Smith reported that Ms. Boshek of SmithGroup reviewed several protection options at the October 13 Workshop Meeting for the Interpretive Cove, which included short, mid, and long-term options to provide beach erosion. During the meeting, the Park Board of Commissioners and staff agreed that the short-term option was neither necessary nor feasible. Additionally, the Park Board of Commissioners requested a third option, asking

staff to gather quotes for the removal of the chaise lounge and the boardwalk overhang, in the case that the Park Board of Commissioners decides to differ the proposed solutions.

Director Smith shared a map of the site so the Park Board of Commissioners could better understand where the proposed solutions would be installed and what the site would look like if the chaise lounge and boardwalk overhang were removed. Director Smith reported that even if the chaise lounge and overhang are removed there is a separate area of the boardwalk which allows visitors to travel along the boardwalk from the parking lot to the Interpretive Center. Director Smith reviewed the updated proposed solutions.

Option 1: Removal of Chaise Lounge and Overhang Area

Director Smith reported that this option does not provide any protection to the parking lot and the estimated cost for the removal of the chaise lounge and the overhang area is \$60,000.

Option 2: Removal of Chaise Lounge/Overhang Area plus Construction of Mid-Term Protection (Trap Bag Solution)

Director Smith reported that this option utilizes trap bag technology to provide a mid-term solution. In this solution, the chaise lounge and overhang area will be removed and excavation will occur in front of the Interpretive Center, and the boardwalk along the parking lot so the trap bags can be placed and buried in front of these structures. This option is estimated at \$300,000 with a 15-year lifespan, however since this is a new technology the lifespan could be much longer.

Option 3: Removal of Chaise Lounge/Overhang Area plus Construction of Long-Term Protection (Sheetpile Wall and Armor Stone)

Director Smith reported that this option includes the removal of the chaise lounge and the overhang area plus SmithGroup will extend the current sheetpile wall in front of the Interpretive Center along the boardwalk to the ravine and place armor stone in front of the sheetpile. Both the sheetpile and armor stone will be buried so the long-term solutions will not be visible. Director Smith reported that this approach is estimated at \$600,000 with a 50-year lifespan.

Director Smith reviewed a potential project timeline, reporting that staff are seeking approval for a proposed solution in October, staff would gather permits and construction documents in November through January of 2021, the bid invitation will be released in February of 2021, staff will need the Park Board of Commissioners to approve a construction document in March of 2021, construction will occur in April of 2021 with an estimated completion date occurring before Memorial Day.

Director Smith reported that staff recommends approval from the Park Board of Commissioners to proceed with construction documents for Option 2 which includes removal of Chaise Lounge/Overhang Area & Construction of Mid-Term Protection using Trap Bags.

Commissioner Bernstein would like to know if the area surrounding the chaise lounge and overhang are in danger of failing.

Regular Board Meeting Minutes
October 27, 2020

Director Smith reported that staff does not feel this area is in danger and advised against removing the chaise lounge and overhang if the Park Board of Commissioners does not approve the construction for added protection as it will incur unnecessary mobilization costs.

Commissioner Grossberg would like to know why the trap bags would be placed in front of the Interpretive Center.

Director Smith reported that staff feels it makes sense to extend the protection if excavation is going to occur.

Commissioner Grossberg would like to know if this is needed and would like to know if there is an additional cost.

Director Smith reported that he will gather quotes from SmithGroup as there will be an additional cost to extend the protection since the original quote of \$300,000 only provided protection along the boardwalk in front of the parking lot.

Commissioner Grossberg would like to know if these solutions would be necessary if the lake levels were not as high.

Director Smith reported that these solutions were recommended by engineers due to the high lake levels and significant erosion.

Executive Director Romes reported that even though the lake levels are receding scientists are suggesting we will adapt to the new normal which is a much higher lake level, so additional protection has been recommended.

Commissioner Grossberg would like to know if Ms. Boshek is suggesting there is going to be a new normal due to the high-water levels, has she changed her mind, and should staff and the Park Board of Commissioners reexamine the offshore solutions.

Director Smith reported that even with the new normal, the lake levels will remain cyclical, so as those waters recede those offshore solutions could drain and dry up the cove, which poses a greater challenge.

Executive Director Romes reported that staff and the Park Board of Commissioners decided against the offshore solutions as these options were much more costly and would need to be removed if the lake levels recede.

Commissioner Flores Weisskopf would like to know if the chaise lounge and overhang pose a threat if the structures were not removed.

Director Smith reported that there are railings currently around those structures preventing visitors from accessing the lounge. Additionally, staff might be able to regrade and place sand in front of the lounge to open it for use this summer, however, if there is not enough sand then staff will block off the area.

Commissioner Flores Weisskopf would like to know if there is enough sand in the Interpretive Cove to fill the trap bags.

Director Smith reported that staff recommends purchasing additional sand to fill the trap bags and those costs are included in the estimate for Option 2.

Vice President Kaplan would like to know what else can go wrong if the Park Board of Commissioners selects Option 2, reporting that the Park District has two other beachfront properties in need of repair. He would like to know if Option 2 will resolve all our problems for the foreseeable future, so staff and the Park Board of Commissioners can focus on other properties.

Director Smith reported that staff are hoping Option 2 would end the need for additional protections at Rosewood Beach. Additionally, he reported that the emergency nourishment was successful and after that SmithGroup explored possible offshore solutions and the revetments along the beach to further protect the infrastructures. He reported that staff are confident Option 2 will protect those areas and the worst-case scenario is the trap bags could become exposed so an additional nourishment may be needed.

Vice President Kaplan reported that at some point, staff needs to stop spending money on this property.

Director Smith reported that the goal is to put protection in, so the Park District no longer needs to invest in this property.

Executive Director Romes reported that all lakefront communities are suffering however he understands the frustrations of the Park Board of Commissioners.

President Ruttenberg reported that he thinks the focus of this exercise is to protect the Interpretive Center and the parking lot, however, Option 2 will not solve having to possibly renourish sand in the future.

Vice President Kaplan and Commissioner Grossberg are very concerned with the amount the Park District has and continues to spend at Rosewood Beach.

Commissioner Flores Weisskopf would like to know why staff are not recommending Option 3, Removal of Chaise Lounge/Overhang Area plus Construction of Long-Term Protection (Sheetpile Wall and Armor Stone).

Director Smith reported that cost is a significant factor, and upon further conversations with SmithGroup staff feels the trap bag solution will provide the protection needed and could be a long-

term solution. Additionally, he reported that the Park District is currently under contract with SmithGroup for this work, so if Option 2 or 3 are approved staff will work with SmithGroup under the current contract to develop construction and bid documents. Staff will seek approval from the Park Board of Commissioners for those construction documents in March of 2021.

Vice President Kaplan would like to know the cost of construction documents.

Director Smith reported that he would have to examine the contract to see how much is paid out, however, there is no additional cost for bidding and permitting. He reported that the Park Board of Commissioners approved the current contract with SmithGroup several months ago, so staff needs to know which direction to go so construction can be completed by Memorial Day.

A motion was made by Commissioner Flores Weisskopf to approve proceeding with construction documents for Option 2 which includes removal of the Chaise Lounge/Overlook Area and Construction of Mid-Term Protection using Trap Bags.

Roll Call:

Aye: Commissioner Flores Weisskopf, President Ruttenberg

Nay: Commissioner Bernstein, Commissioner Grossberg, Vice President Kaplan

Absent: None

Abstain: None

Motion Declined.

President Ruttenberg would like to know if the chaise lounge and overhang should be removed.

Commissioner Flores Weisskopf and Vice President Kaplan advised against the removal of the chaise lounge and overhang.

Commissioner Bernstein reported that based on Ms. Boshek's testimony, the parking lot is not in imminent danger, and the chaise lounge provides additional protection to the parking lot, so he advised against removing the chaise lounge and the overhang to conserve resources.

Commissioner Flores Weisskopf reported that she understands the points being made however she hopes that this decision does not have negative impacts.

A. Solar Panel Project Update

Director Smith reported that over the past year, staff have researched various opportunities for installing solar panels on Park District facilities. In March 2020, the Park District signed a Letter of Intent with Realgy Energy Service to further investigate installing solar panels on the Deer Creek Racquet Club building as this facility was determined to be the most ideal due to its location, the size of the facility, and it recently received a new roof. Director Smith report that staff signed a letter of intent with Realgy and is working with them to develop a lease agreement. If approved, the Park District would purchase

the power through the solar panels and excess energy from Realgy. Director Smith reported that the fee the Park District would pay for power produced by the solar panels does not include COMED's standard delivery fee, however, the Park District would still receive an estimated annual savings of \$4,000. Staff are working with Ancel Glink, the Park District legal counsel, and Realgy to finalize the lease agreement so staff will present the finalized agreement to the Finance Committee at the November 5 meeting, and will present the finalized agreement to the Park Board of Commissioners at the November 17 Board Meeting. He reported that solar panels will be installed in the Spring of 2021 if the Park Board of Commissioners approves the finalized agreement.

The Park Board of Commissioners thanked Director Smith for the update.

B. Lakefront Master Plan Update

Manager Schwartz reported that in 2007, the Park District, in collaboration with community-wide stakeholders, completed and began implementing the Lakefront Master Plan which provided a roadmap for improvements at all lakefront parks, beaches, and ravine ecosystems. Since 2007, Managers Schwartz reported that much has been accomplished along the lakefront including significant development at Rosewood Beach, a Moraine Park Sculpture Garden, expansion of lakefront programming, and natural areas restoration at Millard, Moraine, and Rosewood.

Manger Schwartz reported that the Park District's approved Master Plan, GreenPrint 2024, identified the need to prepare a Lakefront Master Plan Update. The intention of this update was to build upon recent accomplishments and ensure the Lakefront Master Plan reflected current community priorities, as well as the changing landscape of the lakefront. In 2018, staff conducted community engagement efforts to collect feedback and determine priorities, which included a lakefront survey, discussions held throughout numerous parks, and listening sessions at all four lakefront properties. Manager Schwartz reported that 650 residents participated in the lakefront survey and hundreds of residents attended the discussions and listening sessions. Since that time, staff have evaluated community feedback and considered operational and physical improvements to reflect the community's current attitudes, interests, and priorities all while navigating and understanding the immediate complexities including feasibility and constraints at each site to develop strategies to meet the objectives of the District's dynamic lakefront.

Manager Schwartz reported that the 2007 Lakefront Master Plan was rooted in six principals, which entails:

1. A unique lakefront experience
2. Connectivity
3. Varied and appealing lakefront parks with increasing opportunities for recreation, education, and interpretation
4. Improved environmental and public health conditions
5. A sustainable lakefront model
6. A long-term strategy for maintenance, management, and enhancement.

Based on those principal's staff identified four priorities:

1. The preservation of walking trails and views
2. Access improvements to and around lakefront properties
3. Provide accurate information about the lakefront properties
4. To maintain infrastructure and recreational amenities.

Manager Schwartz reported that the Districtwide objectives for the Updated Lakefront Master Plan are to improve communication about lakefront properties, including location access, and activities, to maintain existing lakefront infrastructure, to enhance lake views and bluff parks, and to encourage and facilitate access to lakefront properties. Additionally, the Park District was awarded a grant from the Illinois Coastal Management Program to develop ongoing implementable strategic recommendations for beach maintenance and management in a dynamic and variable environment affected by climate change.

I. Moraine Park and Beach

Manager Schwartz reported that the two objectives identified for this property are to maintain and improve access and support amenities for people and dogs as well as restore the natural character of the ravine outlet at the lake. The scheduled capital improvements are repairs to the ravine beach access path and the ravine restoration. The Park District will obtain planning documents in 2021, and construction for the ravine beach access path will occur in 2022, and construction for the ravine restoration will occur in 2023.

II. Millard Park & Beach

Manager Schwartz reported that the objectives are to improve the breakwater, restore the ravine outlet, restore the historic garden, and access improvements to the upper park. At this time, the Park District does not have scheduled improvements for Millard Park and Beach.

III. Rosewood Park and Beach

Manager Schwartz reported the objectives are to improve the ravine walkway, to renovate the playground at the upper park, and to create pathways and a designated overlook area from the upper park. The scheduled capital improvements are for the ravine walkway which will occur in 2021 and the playground renovation at the upper park in 2024.

IV. Park Avenue Boating Facility

Manager Schwartz reported that the 2007 Master Plan recommended a number of improvements including a marina, a harbor, and a swimming beach so the Park District issued a referendum, which was voted against, so staff went back to the community to identify broader and more feasible improvements which included an enhanced pedestrian experience and improved access to the site. Manager Schwartz reported that staff will develop a working group,

which has already been established, and a site plan to explore and determine site priorities and direction.

Manager Schwartz reported that once approved, the Lakefront Master Plan Update will be posted to the Park District website and shared with relevant Park District staff to plan for the implementation of stated objectives as it is a living document that will be reviewed and adjusted annually to meet community needs.

A motion was made by Commissioner Grossberg and seconded by Vice President Kaplan to approve the Updated Lakefront Master Plan.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation Update

Commissioner Grossberg reported that the Parks Foundation is partnering with aquatics as FYI funds will be used to support 8 swimmers registered for Fall and Winter learn to swim classes. In other news, Commissioner Grossberg reported that the “Bike the Parks” event was enjoyed by 300 participants and raised \$2,600 from sponsors and \$400 from participant donors. Aside from programming and events, Commissioner Grossberg reported that the Parks Foundation is in the middle of their annual appeal and members are working diligently to find creative ways to make up for lost revenue due to the cancelation of the Champions Banquet since much of those proceeds fund the SMILE and FYI grants. Additionally, he is pleased to report that \$6,000 was used from the Michael Goldman Golf Scholarship by children in the community, and the Goldman family will replenish the scholarship funds for 2021. Lastly, Commissioner Grossberg reported that the Parks Foundation is discussing added benefits for the celebration of Martin Luther King Day, such a partnering with local shelters to provide food and clothing, and virtual options.

President Ruttenberg would like to know if the Parks Foundation recognizes donors who have made significant contributions.

Commissioner Grossberg reported that he will follow up with the Parks Foundation President, Bob Bernstein to ensure those families are being recognized.

B. Director's Report

Executive Director Romes reported that despite that weather getting colder several people attended Golfer Appreciate Day and the Chili Open that occurred this past weekend at Sunset Valley Golf Club. So long as golfers continue to utilize the course, it will remain open throughout December. As for the outdoor driving range, this will remain open throughout November and transition into the dome as of December. Additionally, staff will continue to offer outdoor recreation so long as the weather permits or alternatives can be applied, such as heated tents. As for special events, Executive Director Romes reported that the Highland park Hauntings has been rescheduled to Thursday, October 29 due to severe storms which occurred on Friday, October 23. Other upcoming events include Reverse Trick or Treating which is scheduled from 9:00 a.m. – 12:00 p.m. on Halloween, where the beloved characters, Mike and Sully from Disney's Monster's Inc., will deliver treats to your home. In November, families can learn how to properly cook, butcher, and serve turkey like a pro as professional chef, Chez Mikey, will show you host to host the ultimate Thanksgiving dinner on Friday, November 13 at West Ridge Center. Lastly, Executive Director Romes reported that trails at the Preserve of Highland Park will be blocked off due to construction. Information can be found on the Park District website and around the site.

C. Board Comments – None.

CLOSED SESSION

A motion was made by Commissioner Grossberg, seconded by Commissioner Bernstein to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired - for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:26 p.m.

The meeting reconvened into Open Session at 7:58 p.m.

ACTION FROM CLOSED SESSION IF ANY

President Ruttenberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property

Regular Board Meeting Minutes
October 27, 2020

should be acquired - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

ADJOURNMENT

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 8:02 p.m.

Respectfully submitted,

Brian Romes, Secretary



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: November 17, 2020

Subject: **2021 Board Meeting Calendar**

Summary

Attached is the proposed 2021 Park Board meeting calendar for the Park District of Highland Park. Some dates have been changed to avoid conflicts with holidays. All meetings will be held on Tuesdays at 6:00 p.m. with the exception of the December Regular Board Meeting.

Recommendation

Staff recommends the Park Board of Commissioners approve the 2021 Board Meeting Calendar.

PARK DISTRICT OF HIGHLAND PARK
2021 Workshop and Regular Meeting Dates
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

All Meetings begin at 6:00 p.m. Meetings are held at West Ridge Center, 636 Ridge Road, Highland Park, IL 60035 unless otherwise indicated.

TUESDAY, JANUARY 12	Workshop Meeting
TUESDAY, JANUARY 26	Regular Meeting
TUESDAY, FEBRUARY 9	Workshop Meeting
TUESDAY, FEBRUARY 23	Regular Meeting
TUESDAY, MARCH 9	Workshop Meeting
TUESDAY, MARCH 30	Regular Meeting
TUESDAY, APRIL 13	Workshop Meeting
TUESDAY, APRIL 27	Regular Meeting
TUESDAY, MAY 11	Workshop Meeting
TUESDAY, MAY 25	Annual Board Meeting
TUESDAY, MAY 25	Regular Meeting
TUESDAY, JUNE 8	Workshop Meeting
TUESDAY, JUNE 22	Regular Meeting
TUESDAY, JULY 13	Workshop Meeting
TUESDAY, JULY 27	Regular Meeting
TUESDAY, AUGUST 10	Workshop Meeting
TUESDAY, AUGUST 24	Regular Meeting
TUESDAY, SEPTEMBER 14	Workshop Meeting
TUESDAY, SEPTEMBER 28	Regular Meeting
TUESDAY, OCTOBER 12	Workshop Meeting
TUESDAY, OCTOBER 26	Regular Meeting
TUESDAY, NOVEMBER 9	Workshop Meeting
TUESDAY, NOVEMBER 16	Regular Meeting
TUESDAY, DECEMBER 7	Workshop Meeting
THURSDAY, DECEMBER 16	Regular Meeting



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: November 17, 2020
Subject: **IAPD/IPRA Credentials Certificate**

Summary

Attached is the Park District of Highland Park's completed annual credentials certification form for the IAPD/IPRA Conference Certification.

As we have done in the past, the President of the Park Board of Commissioners is given voting rights at the annual Conference Association Business Meeting. Due to the pandemic, the meeting will be conducted virtually on Saturday, January 30, 2021 at 3:30 p.m. If the President of the Park Board of Commissioners is unavailable, Executive Director Romes will attend in his place.

Recommendation

Staff recommends the Board of Park Commissioners approve the annual credentials certification form for the IAPD/IPRA Conference Certification.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2020

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 28-30, 2021.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 30, 2021 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Park District of Highland Park held at
(Name of Agency)
Remotely on November 17, 2020 at 6:00 p.m.
(Location) *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 30, 2021 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	<u>Brian Romes</u>	<u>Executive Director</u>	<u>bromes@pdhp.org</u>

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____
Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: November 17, 2020

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written October 22, 2020 through November 12, 2020 to be presented to the Board for approval on November 17, 2020.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
October 26, 2020	\$ 79.53
October 28, 2020	\$ 2,810.21
November 5, 2020	\$ 257,843.57
November 12, 2020	\$ 59,905.60
Void Payments	\$ (352.00)
Bank Drafts	\$ 57,783.54
P-Card	\$ 107,586.68
TOTAL	\$ 485,657.13

PAYROLL DISBURSEMENTS

October 9, 2020	\$ 283,943.89
October 23, 2020	\$ 294,597.52
TOTAL	\$ 578,541.41

GRAND TOTAL	\$ 1,064,198.54
--------------------	------------------------

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 11-17-20 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT02524 - 20201026 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11506	LAKE COUNTY COLLECTOR	10/26/2020	Regular	0.00	79.53	185601
<u>Pin# 16-15-308-0</u>	invoice	05/20/2020	The Preserve Lot 6 Drainage Dist/County	0.00	79.53	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	79.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	79.53



Park District of Highland Park, IL

Check Register

Packet: APPKT02531 - 20201028 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16344	PARKS FOUNDATION OF HIGHLAND	10/28/2020	Regular	0.00	2,327.00	185602
<u>102620</u>	Invoice	10/27/2020	Revenue collected on behalf of Parks Fou	0.00	2,327.00	
18917	STEPHANIE RENDLER	10/28/2020	Regular	0.00	483.21	185603
<u>102720</u>	Invoice	10/27/2020	Postage reimbursed-RCHP member reativ	0.00	483.21	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	2,810.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	2,810.21



Park District of Highland Park, IL

Check Register

Packet: APPKT02540 - 20201105 1

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
10072 <u>102920</u>	AL LEVY Invoice	11/05/2020 10/29/2020	Regular Umpire fees - September 2020	0.00 0.00	365.00 365.00	185604
16904 <u>004346</u>	APPLIED ECOLOGICAL SERVICES INC Invoice	11/05/2020 10/19/2020	Regular Cleaning of target species & herbicide tre	0.00 0.00	1,717.25 1,717.25	185605
11009 <u>2920249</u>	GRANDI BROTHERS Invoice	11/05/2020 10/26/2020	Regular Oil mix, spark plugs	0.00 0.00	237.50 237.50	185606
18759 <u>87531</u>	BALANCED ENVIRONMENTS, INC Invoice	11/05/2020 09/28/2020	Regular September contracted mowing	0.00 0.00	7,924.23 7,924.23	185607
10292 <u>052020</u>	BILL DORAN Invoice	11/05/2020 05/20/2020	Regular Referee fees - Feb/Mar 2020	0.00 0.00	765.00 765.00	185608
10502 <u>003875 110120</u> <u>004546 110120</u> <u>005735 110120</u> <u>006536 110120</u> <u>024593 110120</u> <u>026489 110120</u> <u>026496 110120</u> <u>026500 110120</u>	CITY OF HIGHLAND PARK Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	11/05/2020 11/01/2020 11/01/2020 11/01/2020 11/01/2020 11/01/2020 11/02/2020 11/01/2020 11/01/2020	Regular Water/Sewer 08/01/20-10/31/20 0 Burto Water/Sewer 08/01/20-10/31/20 750 Lin Water/Sewer 08/01/20-10/31/20 0 Cavell Water/Sewer 08/01/20-10/31/20 1800 S Water/Sewer 10/01/20-10/31/20 1755 St Water/Sewer 08/01/20-10/31/20 2255 Ri Water/Sewer 08/01/20-10/31/20 1160 C Water/Sewer 08/01/20-10/31/20 1435 Ar	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	418.89 12.75 135.96 34.50 26.34 8.50 25.50 149.84 25.50	185609
16142 <u>18627089601</u>	CONSTELLATION NEWENERGY INC Invoice	11/05/2020 10/23/2020	Regular 1201 Park Ave W 09/22/20-10/22/20	0.00 0.00	6,285.75 6,285.75	185610
10624 <u>43429</u>	DANIEL CREANEY COMPANY Invoice	11/05/2020 10/26/2020	Regular Sunset Woods park survey & utility locato	0.00 0.00	6,065.00 6,065.00	185611
18562 <u>92169</u> <u>92253</u>	DAVIS BANCORP INC Invoice Credit Memo	11/05/2020 10/31/2020 10/31/2020	Regular October 2020 Credit	0.00 0.00 0.00	1,198.00 1,288.00 -90.00	185612
10868 <u>343380</u> <u>343785</u>	FAULKS BROS. CONSTRUCTION, INC Invoice Invoice	11/05/2020 10/20/2020 10/20/2020	Regular Compost - Divot Mix Bunker Sand	0.00 0.00 0.00	2,180.91 883.50 1,297.41	185613
11062 <u>00556819</u>	HALOGEN SUPPLY COMPANY, INC. Invoice	11/05/2020 10/05/2020	Regular VLT-HVAC 30HP 460V	0.00 0.00	11,780.00 11,780.00	185614
18165 <u>1187118</u>	JEFF ELLISON Invoice	11/05/2020 10/26/2020	Regular Refund	0.00 0.00	10.00 10.00	185615
11338 <u>102620</u>	JOE FIDDLER Invoice	11/05/2020 10/26/2020	Regular Umpire fees - October 2020	0.00 0.00	180.00 180.00	185616
15768 <u>1189147</u>	JUDITH KOTZIN Invoice	11/05/2020 11/02/2020	Regular Refund	0.00 0.00	248.00 248.00	185617
18918 <u>1187959</u>	JULIE RACHMAN Invoice	11/05/2020 10/28/2020	Regular Refund	0.00 0.00	33.48 33.48	185618
11427 <u>102820</u>	K H KIM TAEKWONDO Invoice	11/05/2020 10/28/2020	Regular 2020 Fall class fee	0.00 0.00	876.85 876.85	185619
18919	KIM SCHWARTZ	11/05/2020	Regular	0.00	33.48	185620

Check Register

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<u>1187971</u>	Invoice	10/28/2020	Refund	0.00	33.48	
18474 <u>0004549148</u>	LAKESHORE RECYCLING SYSTEMS, LI Invoice	11/05/2020 10/31/2020	Regular Trash & Recycling 11/01/20-11/30/20	0.00 0.00	126.89 126.89	185621
11710 <u>110220</u>	MARTIN SCHUETZ Invoice	11/05/2020 11/02/2020	Regular Umpire fees - July 2020	0.00 0.00	260.00 260.00	185622
16709 <u>29876</u>	MG MECHANICAL SERVICE Invoice	11/05/2020 10/12/2020	Regular RIC Geothermal repair	0.00 0.00	210.00 210.00	185623
16928 <u>6657</u> <u>6768</u> <u>6870</u>	E-QUANTUM CONSULTING, LLC Invoice Invoice Invoice	11/05/2020 09/01/2020 10/01/2020 11/01/2020	Regular Electric Consulting Service Electric Consulting Service Electric Consulting Service	0.00 0.00 0.00 0.00	990.00 330.00 330.00 330.00	185624
10006 <u>3301112020</u>	NCPERS GROUP LIFE INSURANCE Invoice	11/05/2020 10/16/2020	Regular NCPERS Group Life Insurance	0.00 0.00	96.00 96.00	185625
11998 <u>1020133</u>	PARK DISTRICT RISK MGMT AGCY Invoice	11/05/2020 10/31/2020	Regular Property/Liability/Workers Comp/Emp	0.00 0.00	30,797.77 30,797.77	185626
11998 <u>110120</u>	PARK DISTRICT RISK MGMT AGCY Invoice	11/05/2020 11/01/2020	Regular Health Invoice	0.00 0.00	4,327.14 4,327.14	185627
11998 <u>1020133H</u>	PARK DISTRICT RISK MGMT AGCY Invoice	11/05/2020 10/31/2020	Regular Health Invoice	0.00 0.00	150,484.99 150,484.99	185628
12460 <u>102720</u>	STEVE FRANKLIN Invoice	11/05/2020 10/27/2020	Regular Umpire fees - October 2020	0.00 0.00	240.00 240.00	185629
18266 <u>915057000</u>	THE DAVEY TREE EXPERT CO. Invoice	11/05/2020 09/24/2020	Regular Sunset Woods tree treatments	0.00 0.00	7,565.00 7,565.00	185630
18769 <u>6122</u>	THE LOCAL MOMS NETWORK Invoice	11/05/2020 09/22/2020	Regular Social Media posts; 09/21, 10/05, 10/19,	0.00 0.00	400.00 400.00	185631
12664 <u>10457661</u>	JOHNSON CONTROLS SECURITY SOL Invoice	11/05/2020 09/29/2020	Regular Qtrly Fire Alarm Monitoring 10/01/20-12/	0.00 0.00	1,500.23 1,500.23	185632
12665 <u>025-310935</u>	TYLER TECHNOLOGIES, INC Invoice	11/05/2020 10/01/2020	Regular Maintenance 11/01/20-10/31/21	0.00 0.00	10,477.88 10,477.88	185633
12703 <u>102220</u>	UNITED WAY OF METRO CHICAGO Invoice	11/05/2020 10/22/2020	Regular United Way	0.00 0.00	44.00 44.00	185634
17590 <u>5 093020</u>	V3 CONSTRUCTION GROUP LTD Invoice	11/05/2020 09/30/2020	Regular HPCC Golf Course Conversion	0.00 0.00	5,397.84 5,397.84	185635
17301 <u>4532210374</u> <u>4532255629</u> <u>4532281558</u>	WILSON SPORTING GOODS Invoice Invoice Invoice	11/05/2020 10/15/2020 10/20/2020 10/22/2020	Regular Balls Overgrip Balls	0.00 0.00 0.00 0.00	2,012.77 1,045.52 49.25 918.00	185636
17515	WINDSTREAM	11/05/2020	Regular	0.00	2,593.72	185637

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
73167686	Invoice	10/22/2020	October 2020	0.00	2,593.72	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	47	34	0.00	257,843.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	47	34	0.00	257,843.57



Park District of Highland Park, IL

Check Register

Packet: APPKT02551 - 20201112 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15147	ABC PRINTING COMPANY	11/12/2020	Regular	0.00	225.00	185638
<u>248046</u>	Invoice	07/06/2020	15 Camp yard signs	0.00	225.00	
18931	AGUSTIN GARCIA	11/12/2020	Regular	0.00	31.82	185639
<u>1189879</u>	Invoice	11/04/2020	Refund	0.00	31.82	
18932	AMY ELIACIN	11/12/2020	Regular	0.00	26.00	185640
<u>1190525</u>	Invoice	11/05/2020	Refund	0.00	26.00	
17048	AMY GREGOR	11/12/2020	Regular	0.00	32.48	185641
<u>1189913</u>	Invoice	11/04/2020	Refund	0.00	32.48	
10149	ANCEL, GLINK, DIAMOND, BUSH,	11/12/2020	Regular	0.00	4,945.00	185642
<u>78878</u>	Invoice	11/09/2020	Professional fees thru October 31, 2020	0.00	4,945.00	
16904	APPLIED ECOLOGICAL SERVICES INC	11/12/2020	Regular	0.00	858.63	185643
<u>004563</u>	Invoice	11/08/2020	Cleaning of target species & herbicide tre	0.00	858.63	
18955	BABOLAT VS NORTH AMERICA, INC	11/12/2020	Regular	0.00	257.71	185644
<u>2716367</u>	Invoice	11/05/2020	Racquets	0.00	257.71	
18933	BROOKE BRONSTEIN	11/12/2020	Regular	0.00	86.63	185645
<u>1189837</u>	Invoice	11/04/2020	Refund	0.00	86.63	
18934	CATHY KEDHIDJIAN	11/12/2020	Regular	0.00	258.81	185646
<u>1189928</u>	Invoice	11/04/2020	Refund	0.00	258.81	
15790	CHRISTINE DAVIS	11/12/2020	Regular	0.00	161.03	185647
<u>1189848</u>	Invoice	11/04/2020	Refund	0.00	161.03	
18935	CHRISTOPHER WREN	11/12/2020	Regular	0.00	6.84	185648
<u>1189817</u>	Invoice	11/04/2020	Refund	0.00	6.84	
16752	COLUMBIA CASCADE COMPANY	11/12/2020	Regular	0.00	1,220.00	185649
<u>53462-29</u>	Invoice	10/07/2020	2 Bike racks	0.00	1,220.00	
17122	DYNEGY ENERGY SERVICES	11/12/2020	Regular	0.00	21,828.61	185650
<u>331665720101</u>	Invoice	10/26/2020	September-October 2020	0.00	21,828.61	
18936	ERIC MALETSKY	11/12/2020	Regular	0.00	100.90	185651
<u>1190008</u>	Invoice	11/04/2020	Refund	0.00	100.90	
18937	ERICA LUGER	11/12/2020	Regular	0.00	655.96	185652
<u>1189943</u>	Invoice	11/04/2020	Refund	0.00	655.96	
18954	CABINET OF CURIOSITY	11/12/2020	Regular	0.00	250.00	185653
<u>101</u>	Invoice	10/16/2020	Cabinet	0.00	250.00	
18938	GARY GREENBERG	11/12/2020	Regular	0.00	689.62	185654
<u>1189911</u>	Invoice	11/04/2020	Refund	0.00	689.62	
18376	HIGHLAND PARK HIGH SCHOOL CHC	11/12/2020	Regular	0.00	200.00	185655
<u>01082020 1</u>	Invoice	01/08/2020	December 2019 Polar Express Performan	0.00	200.00	
11125	HITCHCOCK DESIGN GROUP	11/12/2020	Regular	0.00	18,000.00	185656
<u>25403</u>	Invoice	10/31/2020	SW Playground Reno & Park Master Plan	0.00	18,000.00	
18939	JAIME LITJENS	11/12/2020	Regular	0.00	100.00	185657

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1190564</u>	Invoice	11/05/2020	Refund	0.00	100.00	
18952	JEFFREY LUTZ	11/12/2020	Regular	0.00	240.00	185658
<u>052020</u>	Invoice	05/20/2020	Referee fees - February 2020	0.00	240.00	
18940	JOHN CHIKOS	11/12/2020	Regular	0.00	100.00	185659
<u>1190608</u>	Invoice	11/05/2020	Refund	0.00	100.00	
18941	JOHN DOHERTY	11/12/2020	Regular	0.00	25.00	185660
<u>1189939</u>	Invoice	11/04/2020	Refund	0.00	25.00	
18942	JOSEPH MAGNANI	11/12/2020	Regular	0.00	324.10	185661
<u>1189987</u>	Invoice	11/04/2020	Refund	0.00	324.10	
18943	JUDITH HARA	11/12/2020	Regular	0.00	38.47	185662
<u>1189921</u>	Invoice	11/04/2020	Refund	0.00	38.47	
18944	JULIA GERSTEIN	11/12/2020	Regular	0.00	165.83	185663
<u>1189881</u>	Invoice	11/04/2020	Refund	0.00	165.83	
17413	JULIE CLARKE	11/12/2020	Regular	0.00	303.19	185664
<u>1189840</u>	Invoice	11/04/2020	Refund	0.00	303.19	
18945	JULIE GLOE	11/12/2020	Regular	0.00	28.60	185665
<u>1189895</u>	invoice	11/04/2020	Refund	0.00	28.60	
18946	KERRI GIMBEL	11/12/2020	Regular	0.00	233.39	185666
<u>1189887</u>	Invoice	11/04/2020	Refund	0.00	233.39	
18947	LORI KASH	11/12/2020	Regular	0.00	30.77	185667
<u>1189924</u>	Invoice	11/04/2020	Refund	0.00	30.77	
18474	LAKESHORE RECYCLING SYSTEMS, LI	11/12/2020	Regular	0.00	667.95	185668
<u>0004549142</u>	Invoice	10/31/2020	Trash & Recycle 11/01/20-11/30/20	0.00	72.66	
<u>0004549144</u>	Invoice	10/31/2020	Trash removal 11/01/20-11/30/20	0.00	45.55	
<u>0004549146</u>	Invoice	10/31/2020	Trash & Recycling 11/01/20-11/30/20	0.00	190.88	
<u>0004549150</u>	Invoice	10/31/2020	Trash & Recycling 11/01/20-11/30/20	0.00	358.86	
18043	LYNDA GREENBERG	11/12/2020	Regular	0.00	152.00	185669
<u>1138877.1</u>	Invoice	06/17/2020	Refund 2 @ \$75.00 ea.	0.00	152.00	
18948	NAN WATTS	11/12/2020	Regular	0.00	200.00	185670
<u>1190665</u>	Invoice	11/05/2020	Refund 2 @ \$100.00 ea.	0.00	200.00	
11901	NELS J JOHNSON TREE EXPERT INC	11/12/2020	Regular	0.00	1,020.00	185671
<u>1320654</u>	Invoice	11/05/2020	Millard tree removal	0.00	1,020.00	
13827	O'NEAL MILLER	11/12/2020	Regular	0.00	632.15	185672
<u>1190014</u>	Invoice	11/04/2020	Refund	0.00	632.15	
18904	QUADIENT FINANCE USA, INC	11/12/2020	Regular	0.00	700.00	185673
<u>79000440808258</u>	Invoice	10/27/2020	Postage Deposit	0.00	700.00	
18889	RICHARD A HANETHO	11/12/2020	Regular	0.00	2,150.00	185674
<u>4</u>	Invoice	10/30/2020	10/19/20-10/30/20	0.00	2,150.00	
18949	ROBERT GOLDMAN	11/12/2020	Regular	0.00	170.14	185675
<u>1189902</u>	Invoice	11/04/2020	Refund	0.00	170.14	
18950	RON BOTON	11/12/2020	Regular	0.00	110.47	185676
<u>1189834</u>	Invoice	11/04/2020	Refund	0.00	110.47	
18951	RONALD MACE	11/12/2020	Regular	0.00	240.00	185677
<u>102020</u>	Invoice	10/20/2020	Umpire fees - July & October 2020	0.00	240.00	
16459	SANTO SPORT STORE	11/12/2020	Regular	0.00	2,438.50	185678
<u>705002</u>	Invoice	09/17/2020	1 Jersey	0.00	31.50	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>705003</u>	Invoice	09/08/2020	6 ea catchers mask, chest protectors, leg	0.00	985.00	
<u>705009</u>	Invoice	09/14/2020	2 Jerseys	0.00	36.00	
<u>705101</u>	Invoice	09/28/2020	35 dri-fit shirts	0.00	232.50	
<u>705132</u>	Invoice	09/30/2020	1 Jersey	0.00	31.50	
<u>705149</u>	Invoice	10/08/2020	6 bats	0.00	290.00	
<u>705209</u>	Invoice	10/28/2020	42 Jerseys	0.00	423.00	
<u>705214</u>	Invoice	10/28/2020	57 Jerseys	0.00	409.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	41	0.00	59,905.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	51	41	0.00	59,905.60



Park District of Highland Park, IL

Check Register

Packet: APPKT02545 - 20201110 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 18043	LYNDA GREENBERG	11/10/2020	Regular	0.00	-152.00	185039

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-152.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-152.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02546 - 20201110 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 18376	HIGHLAND PARK HIGH SCHOOL CHC	11/10/2020	Regular	0.00	-200.00	184319

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-200.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-200.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02523 - 20201026 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	10/26/2020	Bank Draft	0.00	3,584.10	DFT0002751
<u>ICMA 457 10232</u>	Invoice	10/23/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,584.10	
12825	ICMA RETIREMENT TRUST #705568	10/26/2020	Bank Draft	0.00	270.00	DFT0002752
<u>ICMA Roth 10232</u>	Invoice	10/23/2020	Wire Transfer ICMA Roth	0.00	270.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,854.10
EFT's	0	0	0.00	0.00
	2	2	0.00	3,854.10



Park District of Highland Park, IL

Check Register

Packet: APPKT02533 - 20201028 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	10/28/2020	Bank Draft	0.00	785.44	DFT0002754
<u>AFLAC 102620</u>	Invoice	10/25/2020	AFLAC 10/25/20	0.00	785.44	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	785.44
EFT's	0	0	0.00	0.00
	1	1	0.00	785.44



Park District of Highland Park, IL

Check Register

Packet: APPKT02535 - 20201028 6

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	10/28/2020	Bank Draft	0.00	48,629.98	DFT0002755
<u>IMRF October 20</u>	invoice	10/28/2020	IMRF 10/28/20	0.00	48,629.98	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	48,629.98
EFT's	0	0	0.00	0.00
	1	1	0.00	48,629.98



Park District of Highland Park, IL

Check Register

Packet: APPKT02537 - 20201103 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18920	SENSMAX LTD	11/03/2020	Bank Draft	0.00	827.79	DFT0002756
<u>240920/5</u>	Invoice	09/24/2020	Outdoor people counters-Int'l purchase IT	0.00	827.79	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	827.79
EFT's	0	0	0.00	0.00
	1	1	0.00	827.79



Park District of Highland Park, IL

Check Register

Packet: APPKT02542 - 20201106 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	11/06/2020	Bank Draft	0.00	3,416.23	DFT0002769
<u>ICMA 457 11062</u>	Invoice	11/06/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,416.23	
12825	ICMA RETIREMENT TRUST #705568	11/06/2020	Bank Draft	0.00	270.00	DFT0002770
<u>ICMA Roth 11062</u>	Invoice	11/06/2020	Wire Transfer ICMA Roth	0.00	270.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,686.23
EFT's	0	0	0.00	0.00
	2	2	0.00	3,686.23



Park District of Highland Park, IL

Check Register

Packet: APPKT02529 - 20201028 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	10/28/2020	Bank Draft	0.00	107,586.68	DFT0002753
<u>100720</u>	Invoice	10/07/2020	P-Card with PA	0.00	107,586.68	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	107,586.68
EFT's	0	0	0.00	0.00
	1	1	0.00	107,586.68

P-Card Transactions
09/08/20 - 10/07/20

Vendor Name	Item Total	Item Description
#33 LAKESHORE LEARNING	\$59.32	Class Supplies-MO
#33 LAKESHORE LEARNING	\$99.95	Class Supplies-MO
13 NINETY BY OPEN KITC	\$60.00	Korn Ferry Tour Staff Lunch
13 NINETY BY OPEN KITC	\$169.00	closing dinner for 9-holes women league
32 MIX LLC / CARDFLEX	\$62.00	License free music COVID
4008 BOSE CORP PTS	\$11.01	Clips for speaker
AAU	\$92.00	AAU Memberships
ACT USTA TOURN	\$28.00	Tournament Entry- USTA
ACUSHNET BILLTRUST	\$314.88	golf balls for HPHS girls golf team
ACUSHNET BILLTRUST	\$2,003.84	Special Order - Golf Clubs
ACUSHNET BILLTRUST	\$432.37	golf gloves for pro shop
ACUSHNET COMPANY	\$593.02	Special Order-Goldman scholarship participants
ACUSHNET COMPANY	\$438.67	Special Order for Goldman scholarship participants
AEREX PEST CONTROL SER	\$65.00	AEREX PEST CONTROL
AMAZON.COM M42189JW2 A	\$115.74	Spike aerator - Cunniff
AMAZON.COM M44YW0HC1 A	\$71.96	Class Supplies-MO
AMAZON.COM M46JN08R1 A	\$17.90	Class Supplies-MO
AMAZON.COM MK0GH9E20 A	\$184.57	#130 Tire
AMAZON.COM MK1432OC1 A	\$82.99	Desk Chair
AMAZON.COM MK1833JM1 A	\$13.97	Swim lesson toys - parent/tot
AMAZON.COM MK1BR5T41 A	\$37.98	Carpet cleaner and wall scrubbers, DCRC
AMAZON.COM MK1NX0CY2 A	\$46.80	Class Supplies-MO
AMAZON.COM MK3WA9MV1 A	\$184.57	#130 Tire
AMAZON.COM MU19D7SW2 A	\$174.97	office supplies
AMAZON.COM MU41S22R2 A	\$52.06	Supplies for registration office
AMAZON.COM MU7VO2HO0 A	\$29.99	Class Supplies-Gen
AMAZON.COM MU8GC86P0 A	\$389.97	Ball Carts
AMAZON.COM MU8TU7IT0 A	\$88.96	#147 1 Tire
AMAZON.COM MU9EV2682 A	\$48.55	Supplies for registration office
AMZN Mktp US M40099UA0	\$211.40	Cleaner for DCRC standard
AMZN Mktp US M40BL3BK2	\$94.18	Cleaner for programming
AMZN MKTP US M41642741	\$60.78	Red Dye for HPGLC
AMZN MKTP US M41VZ4Y21	\$63.84	#838 4 Carburetors
AMZN MKTP US M42BB60A1	\$29.97	Mesh washing bags - Class Supplies-Covid
AMZN Mktp US M42EZ37Y1	\$136.25	#855 Dual wheel separator
AMZN Mktp US M42QN3W70	\$10.94	children's book
AMZN MKTP US M42TD4ZX1	\$15.98	Class Supplies-Gen
AMZN Mktp US M43EF43J2	\$185.99	Storage for parking lot cones
AMZN Mktp US M44A38MT0	\$83.56	#394 4 Deck drive belts
AMZN MKTP US M44HG5HO1	\$175.49	Special Event Safety Vests & Parking Wands
AMZN MKTP US M45TU7QI1	\$24.87	office supplies
AMZN MKTP US M45TZ4L01	\$160.82	Event Safety Supplies (traffic- covid)
AMZN MKTP US M45ZD0JN2	\$70.82	Printer ink, adapter extension cable cord
AMZN MKTP US M46F10XE2	\$412.35	Bicycle Helmets (Safety Village)
AMZN Mktp US M46FG28X2	\$17.99	AMZN MKTP office supplies
AMZN MKTP US M471T4WQ1	\$16.49	utility cleaning brush - class supplies-Covid
AMZN Mktp US M472T8ES1	\$68.70	Poster picture frames - Class Supplies-Gen
AMZN MKTP US M47PX8YE2	\$50.91	8pc screw extractor set, 2 carburetors
AMZN Mktp US M47X553G2	\$69.95	Tire gauge inflator
AMZN Mktp US M485G0YQ0	\$241.97	HP Haunting Props
AMZN MKTP US M48LY4K41	\$64.99	Double flaring kit for brake lines

P-Card Transactions
09/08/20 - 10/07/20

AMZN MKTP US M48ZS3Q30	\$70.93	Class Supplies-MO
AMZN MKTP US M491950X1	\$225.00	Autel tire diagnostic scanner tool
AMZN Mktp US M49K599Z0	\$27.64	stop sign
AMZN MKTP US M49M28Q62	\$82.40	Safety Vests
AMZN MKTP US M49NE3LU2	\$29.97	Mesh washing bags - Class Supplies-Gen
AMZN MKTP US MK0VG43C2	\$107.86	class supplies-MO
AMZN MKTP US MK24B8PU1	\$34.78	Screw extractor set,test wire set
AMZN Mktp US MK25U6TL1	\$9.75	Hp Haunting Skeleton
AMZN MKTP US MK2QL53W0	\$169.93	Reverse Trick or Treat Bucket Treats
AMZN Mktp US MK2U904O2	\$54.13	#397 3 Lawn mower blades
AMZN MKTP US MK3524AD1	\$55.99	Tint for fitness floor offices
AMZN Mktp US MK3NC30P2	\$24.99	Auto relay tester
AMZN MKTP US MK3PF3ZB0	\$41.18	2 Circuit testers
AMZN Mktp US MK47D2Z52	\$26.99	Halloween Event Candy-- no tax paid
AMZN Mktp US MK47P9JF0	\$429.98	Barriers for DCRC
AMZN Mktp US MK5711NT2	\$64.72	Starter rope
AMZN Mktp US MK5NX9T31	\$154.43	#864 Power steering hose
AMZN Mktp US MK7EG9320	\$178.00	#130 2 tires
AMZN Mktp US MK7V68CA0	\$71.96	Halloween Event Candy- No tax paid
AMZN Mktp US MK8HP2OM0	\$45.87	Dust masks
AMZN MKTP US MK8QL43W0	\$108.97	Halloween Event Props
AMZN MKTP US MK8U27N32	\$378.88	One touch Faucets and valves for WRC
AMZN MKTP US MK8X16TM0	\$23.37	Wires
AMZN Mktp US MK9LY5TQ1	\$28.06	Reverse Trick or Treat Candy
AMZN Mktp US MK9RJ3TT2	\$28.26	Air compressor valve plate kit
AMZN MKTP US MU04L7R52	\$22.48	Zip lock bags - chalk
AMZN MKTP US MU3N80W62	\$58.88	Super Science Supplies - After School Enrich.
AMZN MKTP US MU4GF5B62	\$114.65	Class Supplies-MO
AMZN Mktp US MU4QE0W61	\$104.94	Class Supplies-General
AMZN Mktp US MU5CG7XE0	\$37.98	Class Supplies-NN
AMZN Mktp US MU5SC9MT0	\$28.20	O-rings - oil drain plugs
AMZN Mktp US MU5U17SA2	\$146.00	Event Safety Supplies (traffic- covid)
AMZN MKTP US MU8477UW2	\$64.98	Window Tint for RCHP Offices
AMZN MKTP US MU8BC5XK0	\$8.99	Class Supplies-MO
AMZN MKTP US MU9P76W11	\$19.98	class Supplies-MO
ANIXTER/CLARK/TRI-ED	\$28.32	Relay Circuit - backup
ANIXTER/CLARK/TRI-ED	\$28.33	Relay Circuit - replacement for Rosewood
APFS STAFFING, INC.	\$2,737.65	Payroll Coordinator Wages
APFS STAFFING, INC.	\$3,098.12	Payroll Coordinator Wages
ARLINGTONPARKDIST	\$136.00	Travel Team Match
ARTHUR CLESEN- LINCOLN	\$156.00	Turf grass seed 60lbs
AT&T BILL PAYMENT	\$38.57	08/05/20-09/04/20
AT&T BILL PAYMENT	\$259.66	08/05/20-09/04/20
AT&T BILL PAYMENT	\$7.74	08/05/20-09/04/20
AT&T BILL PAYMENT	\$54.58	08/05/20-09/04/20
AT&T BILL PAYMENT	\$777.49	08/05/20-09/04/20
AT&T BILL PAYMENT	\$38.57	08/05/20-09/04/20
AT&T BILL PAYMENT	\$6.39	08/05/20-09/04/20
AT&T BILL PAYMENT	\$18.57	08/05/20-09/04/20
AT&T BILL PAYMENT	\$38.57	08/05/20-09/04/20
AT&T BILL PAYMENT	\$8.32	08/05/20-09/04/20
AT&T BILL PAYMENT	\$27.29	08/05/20-09/04/20

P-Card Transactions
09/08/20 - 10/07/20

ATT BILL PAYMENT	\$128.45	Emergency Elevator Phone 08/05/20-09/04/20
ATT BILL PAYMENT	\$32.11	Emergency Elevator Phone 08/05/20-09/04/20
ATT BUS PHONE PMT	\$44.15	E911 Service 08/17/20-09/16/20
AUTHENTIC BRAND	\$39.98	Super Science & Cooking Supplies-After School Enrich
AVALON PETROLEUM	\$5,517.16	Fuel
BATTERIES PLUS #0457	\$274.95	Battery for DCRC Sweeper
BHFX #10	\$30.00	Canon 8400 Lease September 2020
BHFX #10	\$65.00	Inkjet Service August 2020
BIG TOP TENT AND PARTY	\$995.00	tent rental for NSSRA outing (1-2)
BIG TOP TENT AND PARTY	\$1,100.00	tent rental for NSSRA outing (2-2)
BLN SPAMTITAN	\$195.72	Spam Filter - Monthly
BLN SPAMTITAN	(\$15.72)	Spam Filter - Tax Credit
BRIDGESTONE SPORTS USA	\$438.72	golf balls for pro shop
BRIDGESTONE SPORTS USA	\$235.20	golf balls for pro shop
BTSI	\$743.10	Irrigation Nozzle Supplies
BTSI	\$99.47	Brass Swivel Hose Tap
BTSI	\$1,132.50	Wetting Agent Applicator and Pellets
BTSI	\$855.00	Phosphite - Driving Range
BTSI	\$281.29	Irrigation Nozzle and Adaptor Supplies
BTSI	\$329.70	Wetting Agent Applicator Nozzle
BURRIS EQUIPMENT - WAU	\$110.03	Solenoid
CARHARTT RETAIL LLC	\$101.22	Uniform pants - J. Polster
CELINA TENT INC	\$6,874.56	30' X 50' Metal Frame TENT
CENTRAL PARTS WAREHOUS	\$963.52	Snow Plow Cutting Edges #129,#128,#126,#124,#127,#130
CERAMIC SUPPLY CHICAGO	\$328.00	Class Supplies-Ceramics
CHEMCRAFT INDUSTRIES I	\$341.18	Gloves
CHEMCRAFT INDUSTRIES I	\$154.98	Gym Wipes
CHEMCRAFT INDUSTRIES I	\$81.16	Airoma Spray
CHEMCRAFT INDUSTRIES I	\$444.00	Envirox
CHICAGO TRIB SUBSCRIPT	\$27.72	CHICAGO TRIB SUBSCRIPT -
CHICAGO TRIB SUBSCRIPT	\$27.72	CHICAGO TRIB SUBSCRIPT - monthly fee
CHICAGO TRIB SUBSCRIPT	\$27.72	CHICAGO TRIB SUBSCRIPT
CKO WWW.ISTOCKPHOTO.CO	\$92.00	Marketing Images
CLESEN PRO TURF SOLUTI	\$903.25	irrigation parts
COBRA-PUMA GOLF INC	\$2,136.00	NSSRA Hats
COMCAST BUSINESS	\$1,233.06	09/15/20-10/14/20
COMCAST BUSINESS	\$468.49	09/15/20-10/14/20
COMCAST BUSINESS	\$721.02	09/15/20-10/14/20
COMCAST BUSINESS	\$410.40	09/15/20-10/14/20
COMCAST BUSINESS	\$1,144.05	09/15/20-10/14/20
COMCAST BUSINESS	\$468.49	09/15/20-10/14/20
COMCAST BUSINESS	\$468.49	09/15/20-10/14/20
COMCAST BUSINESS	\$423.99	09/15/20-10/14/20
COMCAST BUSINESS	\$386.04	09/15/20-10/14/20
COMCAST BUSINESS	\$638.57	09/15/20-10/14/20
COMCAST BUSINESS	\$594.06	09/15/20-10/14/20
COMCAST BUSINESS	\$222.53	09/15/20-10/14/20
COMCAST BUSINESS	\$475.05	09/15/20-10/14/20
COMCAST BUSINESS	\$1,095.62	09/15/20-10/14/20
COMCAST BUSINESS	\$246.53	09/15/20-10/14/20
COMCAST BUSINESS	\$380.04	09/15/20-10/14/20
COMCAST BUSINESS	\$1,277.13	09/15/20-10/14/20

P-Card Transactions
09/08/20 - 10/07/20

COMCAST BUSINESS	\$1,232.63	09/15/20-10/14/20
COMCAST BUSINESS	\$386.04	09/15/20-10/14/20
COMCAST BUSINESS	\$133.51	09/15/20-10/14/20
COMCAST CHICAGO	\$148.35	SVGC:WiFi Service 09/07/20-10-06/20
COMCAST CHICAGO	\$57.82	Deer Creek Courts:TV Service 09/01/20-09/30/20
COMCAST CHICAGO	\$293.35	Centennial Ice Arena:WiFi Service 09/09/20-10/08/20
COMCAST CHICAGO	\$65.10	Admin:TV/WiFi Service 09/13/20-10/12/20
COMCAST CHICAGO	\$108.35	Park Maint/Fink:WiFi Service 09/20/20-10/19/20
COMCAST CHICAGO	\$217.61	Golf Learning:WiFi Service 09/14/20-10/13/20
COMCAST CHICAGO	\$57.83	Deer Creek Courts:TV Service 10/01/20-10/31/20
COMPLIANCESIGNS.COM	\$64.28	ADA parking stall signs Sunset Woods Tennis Access
CRAFTWOOD LUMBER & HAR	\$47.96	4 50# asphalt blacktop repair - Cunniff path
CRAFTWOOD LUMBER & HAR	\$19.20	T&G paneling - SS sand table
CRAFTWOOD LUMBER & HAR	\$4.49	Wood glue - SS sand table
CRAFTWOOD LUMBER & HAR	\$19.20	T&G paneling - SS sand table
CRAFTWOOD LUMBER & HAR	\$41.94	Lumber - split rail support May T. Watts & Olson
CRAFTWOOD LUMBER & HAR	\$23.98	2 Chucks
CRAFTWOOD LUMBER & HAR	\$10.98	2 wood handles - weeding forks
CRAFTWOOD LUMBER & HAR	\$35.97	3 50# asphalt blacktop repair - Cunniff path
CRAFTWOOD LUMBER & HAR	\$10.99	Utility knife
CRAFTWOOD LUMBER & HAR	\$64.16	Screws/nuts/bolts - Speed bumps
CRAFTWOOD LUMBER & HAR	\$20.00	Ratchet
CRAFTWOOD LUMBER & HAR	\$23.98	2 50# asphalt blacktop repair - Cunniff path
CRAFTWOOD LUMBER & HAR	\$20.59	Lumber - Skate park bleachers
CRAFTWOOD LUMBER & HAR	\$23.98	2 50# asphalt blacktop repair - Preserve path
CRAFTWOOD LUMBER & HAR	\$24.39	Lumber, screws/nuts/bolts - Skate park bleachers
CRAFTWOOD LUMBER & HAR	\$2.49	Screws/bolts/nuts
CRAFTWOOD LUMBER & HAR	\$19.99	Ear muffs
CRAFTWOOD LUMBER & HAR	\$25.03	Lumber,screws/nuts/bolts - skate park bleacher
CRAFTWOOD LUMBER & HAR	\$3.98	C-clamps - SVGC grill cover
CRAFTWOOD LUMBER & HAR	\$11.99	50# asphalt blacktop repair - Preserve
CRAFTWOOD LUMBER & HAR	\$2.00	C-clamps
CRAFTWOOD LUMBER & HAR	\$45.45	25' yellow jacket cord,switch,outlet covers,caulk
CRAFTWOOD LUMBER & HAR	\$27.50	3 wheel garden weasel
CRAFTWOOD LUMBER & HAR	\$14.68	Orange grounded triple tap,outlet cover
CRAFTWOOD LUMBER & HAR	\$21.98	Tarp, pruning blade
CRAFTWOOD LUMBER & HAR	\$16.27	2 Outdoor grey gang boxes - vandalism repair to outlet
DAVEY RESOURCE	\$2,954.67	Skokie River Woods invasive control
DAVEY RESOURCE	\$1,746.60	Rosewood Pk native landscape management
DAVEY RESOURCE	\$1,477.00	SRW Stewardship_
DNH GODADDY.COM	\$79.99	SSL Certificate for Brochure's
DOG WASTE DEPOT	\$434.48	Doggie Bags for Green Dispensers
DOLLARTREE	\$57.00	Super Science Supplies - After School Enrich.
DROPBOX TDZ1QCZDKPG9	\$11.99	monthly fee
DTV DIRECTV SERVICE	\$270.99	Cable TV
DTV DIRECTV SERVICE	\$169.98	DirectTV
DUNKIN #353357 Q35	\$19.98	Donuts for Staff - Shred Event
EMPIRE COOLER SERVICE	\$150.00	ice machine monthly rental
EXXONMOBIL 97473870	\$23.75	propane
FACEBK 2FHAAYWFW2	\$125.00	fitness campaign
FACEBK ENVNEW6FW2	\$125.00	fitness campaign
FACEBK FWY9SVNFW2	\$90.98	fitness campaign

P-Card Transactions

09/08/20 - 10/07/20

FAST SIGNS	\$344.45	Golf Learning Roadway Sign
FUN EXPRESS	\$51.60	Swim lesson water toys
G&O THERMAL SUPPLY	\$28.00	Breaker
GFS STORE #1919	\$24.77	Class Supplies-MO
GOOGLE GSUITE_pdhp.or	\$6.00	Google Apps - Monthly
GRAINGER	\$413.28	Air Filters for WRC
GRAINGER	\$174.48	Air Filters for POGO
GRAINGER	\$157.20	Remaining Filters for WRC
GRAINGER	\$698.40	Air Filters for DCRC
GRAINGER	\$197.04	Air filters for CIA
HEINEN'S GROCERY STORE	\$3.49	Graham crackers
HIGHWOOD RENTAL & PART	\$312.50	NSSRA outing chair rental remaining balance paid
HOMEDEPOT.COM	\$183.67	Hp Haunting Animals
HOMEDEPOT.COM	\$169.96	Drive In Movie Supply
HOMEDEPOT.COM	\$635.97	Hp Haunting Prop & Firepits
HOMEDEPOT.COM	\$124.31	Hp Haunting Prop
HOSTEK.COM	\$19.99	Website Hosting-Foundation
IDLEWOOD ELECTRIC SUPP	\$71.11	Clamps,cover,receptacle,conduit clips,box,metallic tbg
IDLEWOOD ELECTRIC SUPP	\$110.16	facility supplies
IDLEWOOD ELECTRIC SUPP	\$39.82	Batteries - Exit/Emergency lights
IDLEWOOD ELECTRIC SUPP	\$60.61	Rosewood shed light supplies
IDLEWOOD ELECTRIC SUPP	\$26.15	Vert wp cover, 20A 120V receptacle - Vandal repair
IGUANA WANA MEXICAN GR	\$72.12	Personal - Reimbursing PDHP
ILLINOIS ASSOC OF PARK	\$205.00	ILLINOIS ASSOC OF PARK - Legal Symposium
INTERNATIONAL TRANSACTION	\$0.06	Donna Dunn Fax Solution
IPRA	\$264.00	IPRA - M.L.P. 01-11-000-620518
IPRA	\$264.00	IPRA membership pre-pay 01-11-000-620518
JADE CAFE.	\$47.69	accidental misuse - Will Reimburse PDHP
JEWEL OSCO 3459	\$17.99	Class Supplies-Ceramics
JEWEL OSCO 3459	\$53.66	Class Supplies - CC
JEWEL OSCO 3459	\$15.00	Class Supplies - MO FF
JEWEL OSCO 3459	\$14.95	Class Supplies-Saps
JEWEL OSCO 3459	\$10.27	Office Supplies-Sap
JEWEL OSCO 3459	\$11.99	class supplies-Saps
JEWEL OSCO 3459	\$10.48	Coffee and creamer
JEWEL OSCO 3459	\$37.68	pumpkins and gourds
JOHN WEISS ACE HDWE	\$15.98	HP Hauntings Event Supplies - gloves
JORSON AND CARLSON COM	\$721.50	zamboni blades and sharpening
JW TURF INC	\$74.66	3 cables, 3 oil filters
K & M PRINTING	\$170.00	Youth Golf Dev Center
LAKESHORE RECYCLING SY	\$74.11	Garbage Service
LAKESHORE RECYCLING SY	\$16.84	Trash & Recycle May/June & Oct + Credit from March 2020
LAKESHORE RECYCLING SY	\$67.36	Trash & Recycle May/June & Oct + Credit from March 2020
MailChimp	\$285.81	monthly fee
MAILCHIMP MISC	\$8.49	Mail chimp for Foundation
MARIANOS #533	\$18.67	Super Science Supplies - After School Enrich
MARIANOS #533	\$63.35	Variety - Cooking Creations Supplies
MARIANOS #533	\$60.76	Creative Cooking After School Program Supplies
MARIANOS #542	\$6.29	soap refill
MARK VEND CO.	\$91.32	Vending supplies - coffee
MARK VEND CO.	\$147.72	drinks and snacks for sale
MENARDS 3327	\$58.03	Light fixture

P-Card Transactions
09/08/20 - 10/07/20

MENARDS 3327	\$129.93	Light fixtures
MENARDS 3327	\$80.45	Shears
MENARDS 3327	(\$2.06)	Tax removed
MENONI & MOCOJNI, INC.	\$134.40	Sand
MENONI & MOCOJNI, INC.	\$83.20	Sand
MENONI & MOCOJNI, INC.	\$519.48	Sand Topdressing
MENONI & MOCOJNI, INC.	\$541.68	Sand Topdressing
MENONI & MOCOJNI, INC.	\$240.00	grade 9 sand.
MENONI & MOCOJNI, INC.	\$539.46	Topdressing Sand
MENONI & MOCOJNI, INC.	\$558.33	Topdressing Sand
MICHAELS STORES 9048	\$45.09	flowers, clothes pins, hot glue sticks
MIDWEST GROUNDCOVERS-Y	\$335.32	Replacement Plants_Rosewood_LCShoreline
MUTUAL ACE HARDWARE &	\$22.18	#126 Truck bed coating
MUTUAL ACE HARDWARE &	\$33.26	facility supplies
MUTUAL ACE HARDWARE &	\$1.82	washer
MUTUAL ACE HARDWARE &	\$11.54	flat file,misch fasteners
MUTUAL ACE HARDWARE &	\$8.30	funnel
MUTUAL ACE HARDWARE &	\$33.24	Mulch
MUTUAL ACE HARDWARE &	\$8.38	Fasteners,wire rope clips,ferrul stops - Flag pole
MUTUAL ACE HARDWARE &	\$3.56	two sponges for herbicide sprayer
MUTUAL ACE HARDWARE &	\$75.54	facility supplies
MUTUAL ACE HARDWARE &	\$24.97	Aluminum sheet
MUTUAL ACE HARDWARE &	\$97.03	facility supplies
MUTUAL ACE HARDWARE &	\$27.72	Garage lube,truck brake fluid.
MUTUAL ACE HARDWARE &	\$23.12	Hand Clippers
MUTUAL ACE HARDWARE &	\$10.17	PVC Union
MUTUAL ACE HARDWARE &	\$12.54	Cut off disc
MUTUAL ACE HARDWARE &	\$11.45	PVC Union
MUTUAL ACE HARDWARE &	\$6.91	Caution tape
MUTUAL ACE HARDWARE &	\$13.85	sponge,sprayed hand,squeege
MUTUAL ACE HARDWARE &	\$34.75	fasteners,bulbs mr16 (3)
MUTUAL ACE HARDWARE &	\$36.56	facility supplies
MUTUAL ACE HARDWARE &	\$62.67	facility supplies
MUTUAL ACE HARDWARE &	\$38.83	Blades
MUTUAL ACE HARDWARE &	\$71.51	garbage can
MUTUAL ACE HARDWARE &	\$20.32	Damp rid, scrub brushes
MUTUAL ACE HARDWARE &	\$39.78	facility supplies
NAPA AUTO PRTS HIGHLAN	\$40.44	6 spark plugs
NAPA AUTO PRTS HIGHLAN	\$74.24	Oil
NAPA AUTO PRTS HIGHLAN	\$63.00	Air filter
NAPA AUTO PRTS HIGHLAN	\$23.36	#123 Fuel treatment, low gloss black engine paint
NAPA AUTO PRTS HIGHLAN	\$71.98	Impact driver set, 34 pc impack driver kit
NAPA AUTO PRTS HIGHLAN	\$39.50	Oil filter wrench
NAPA AUTO PRTS HIGHLAN	\$55.41	Tire valves,tire valve tools,spark tester,screw extractor
NAPA AUTO PRTS HIGHLAN	\$61.19	#147 Brake fittings & unions,brake fit tube nuts
NAPA AUTO PRTS HIGHLAN	\$31.24	4 Clamps
NAPA AUTO PRTS HIGHLAN	\$146.48	Pliers,Flaring tool adapter
NAPA AUTO PRTS HIGHLAN	\$73.49	#147 Brake line flare tool
NAPA AUTO PRTS HIGHLAN	\$89.00	Sensor valves,adapters,couplers,gauge
NAPA AUTO PRTS HIGHLAN	\$24.98	2 Chucks
NAPA AUTO PRTS HIGHLAN	\$107.34	#127 Tire pressure monitor sensors & valve stem kits
NAPA AUTO PRTS HIGHLAN	\$23.98	2 50# asphalt blacktop repair - Cunniff path

P-Card Transactions
09/08/20 - 10/07/20

NAPA AUTO PRTS HIGHLAN	\$32.58	Epoxy mixing nozzle - Playground
NAPA AUTO PRTS HIGHLAN	\$22.94	4 Fittings, 2 adapters
NAPA AUTO PRTS HIGHLAN	\$97.00	Brake hose,brake fittings,brake lines,tube cutter
NAPA AUTO PRTS HIGHLAN	\$36.02	#109 Air filter, oil filters
NAPA AUTO PRTS HIGHLAN	\$24.95	#850 5 Brake fitting adapters
NAPA AUTO PRTS HIGHLAN	\$9.28	#859 Brake fitting adapter,brakeline
NAPA AUTO PRTS HIGHLAN	\$37.49	Brake hose
NAPA AUTO PRTS HIGHLAN	\$160.00	Brake pads,brake rotors,core deposits
NAPA AUTO PRTS HIGHLAN	(\$207.97)	Credit
NAPA AUTO PRTS HIGHLAN	\$160.00	Brake pads,brake rotors,core deposits
NAPA AUTO PRTS HIGHLAN	\$102.48	2 brake hoses
NAPA AUTO PRTS HIGHLAN	\$52.70	#859 4 Brake fittings,6 brakelines
NAPA AUTO PRTS HIGHLAN	\$160.00	Brake pads,brake rotors,core deposits
NAPA AUTO PRTS HIGHLAN	\$172.22	Brake pads,brake rotors,core deposits
NAPA AUTO PRTS HIGHLAN	\$160.00	Brake pads,brake rotors,core deposits
NAPA AUTO PRTS HIGHLAN	\$9.99	Scraper set
NAPA AUTO PRTS HIGHLAN	\$13.38	Masking tape
NAPA AUTO PRTS HIGHLAN	\$19.98	#859 Tubing cutter - brake lines
NAPA AUTO PRTS HIGHLAN	\$31.94	#393 3 bubble flars,tube nuts
NAPA AUTO PRTS HIGHLAN	\$59.77	#702 Trailer jack
NAPA AUTO PRTS HIGHLAN	(\$117.30)	Credit
NAPA AUTO PRTS HIGHLAN	\$65.81	#191 HD diag cut plier,Def ehaust fluid,tubing bender
NAPA AUTO PRTS HIGHLAN	\$16.14	Brake cleaner
NAPA AUTO PRTS HIGHLAN	\$28.47	Circuit tester, cement
NAPA AUTO PRTS HIGHLAN	\$51.87	3 Belts
NAPA AUTO PRTS HIGHLAN	\$21.99	#848 Test light
NAPA AUTO PRTS HIGHLAN	\$42.56	#848 Test lead w/ clips, 2 strips
NAPA AUTO PRTS HIGHLAN	\$43.74	WD-40
NAPA AUTO PRTS HIGHLAN	\$22.65	5 Fuel filters
NAPA AUTO PRTS HIGHLAN	\$164.06	#129 Brake pads
NAPA AUTO PRTS HIGHLAN	\$10.44	Permatex power can gasket remover - air compressor
NAPA AUTO PRTS HIGHLAN	\$25.47	Oil - air compressor
NAPA AUTO PRTS HIGHLAN	\$30.52	Wire for lights - Toro
NAPA AUTO PRTS HIGHLAN	\$24.90	#864 Pwr steering fluid
NAPA AUTO PRTS HIGHLAN	\$25.80	#124 Light bulbs
NRPA OPERATING	\$65.00	CPRP Cert renewal
NRPA OPERATING	\$875.00	Member - B. Romes
NUTRIEN AG SOLUTION 30	\$549.92	Garlon4
OFFICESUPPLY.COM	\$120.20	trash bags,CLR and soap
OFFICESUPPLY.COM	\$157.50	green works cleaner
OFFICESUPPLY.COM	\$32.85	trash bags
OFFICESUPPLY.COM	\$166.75	wipes
OFFICESUPPLY.COM	\$40.54	Brooms
P & W GOLF SUPPLY LLC	\$171.30	Golf Tees
P & W GOLF SUPPLY LLC	\$154.85	range baskets
P & W GOLF SUPPLY LLC	\$344.50	sign for first tee
P & W GOLF SUPPLY LLC	\$299.96	Range baskets
P & W GOLF SUPPLY LLC	\$168.64	golf tees
PARTY CITY 168	\$132.77	HP Hauntings Supply
PARTYCITY.COM	\$205.34	Hp Haunting Prop
PARTYCITY.COM	(\$51.33)	Party City Refund (discount)
PARTYCITY.COM	\$51.33	Halloween Event Prop

P-Card Transactions
09/08/20 - 10/07/20

PETCO 1941 63519417	\$11.98	Fishing bait
PETCO 1941 63519417	\$7.98	Night crawler and mealworm bait
PETERSON PRODUCTS	\$240.00	Trash bags
PGA MEMBER INFO SRVCS	\$79.00	Teaching summit for 2021
READYREFRESH BY NESTLE	\$69.90	Facility water cooler
REINDERS SUSSEX CUSTOM	\$87.40	All season hydro oil
REINDERS SUSSEX CUSTOM	\$1,445.67	Irrigation Heads Replacement Parts
REINDERS SUSSEX CUSTOM	\$761.61	Gearbox for Toro Z
REINDERS SUSSEX CUSTOM	\$258.81	Solenoid for Toro 4000
RR PRODUCTS INC	\$242.62	Golf flags,rope,flagsticks
SAMS MEMBERSHIP	\$365.00	Membership renewal
SERVICE SANITATION	\$580.00	drive in porta potty
SERVICE SANITATION	\$588.70	drive in movie porta potty
SITEONE LANDSCAPE SUPP	\$548.00	Rope and Stake
SITEONE LANDSCAPE SUPP	\$156.00	Flag
SITEONE LANDSCAPE SUPP	\$42.48	Turf Marking Paint
SITEONE LANDSCAPE SUPP	\$215.06	Marking Paint
SITEONE LANDSCAPE SUPP	\$69.00	Antifoam
SITEONE LANDSCAPE SUPP	\$518.27	Bentgrass Seed
SITEONE LANDSCAPE SUPP	\$1,364.51	Manicure Ultra Fungicide
SITEONE LANDSCAPE SUPP	\$1,479.50	Bentgrass Grass Seed
SITEONE LANDSCAPE SUPP	\$600.00	12-0-0 Chelated Iron
SMARTSIGN	\$73.17	West Ridge speed bump signs
SMARTSIGN	\$31.95	ADA parking Stall sign post
SMARTSIGN	(\$5.42)	speed bump signs tax refund
SP CUREUV	\$3,999.96	UV Equipment - WRC
SPIRIT HALLOWEEN 60818	\$164.99	Hp Haunting Prop
SPIRIT HALLOWEEN 60818	\$224.99	Hp Haunting Prop
SQ NSSRA FOUNDATION	\$400.00	NSSRA GOLF OUTING SPONSOR
SQ WHITE GLOVE SANITA	\$150.00	hand sanitizer
SRFAX	\$6.95	Donna Dunn Fax Solution
STANGCO INDUSTRIAL EQU	\$246.00	zamboni parts
STAPLES 00116616	\$20.46	Class Supplies-Ceramics
STAPLES 00116616	\$72.35	office supplies
TAM TENNIS CL	\$60.00	Travel Team League Fee
TARGET 00011684	\$29.93	Class Supplies
TARGET 00011684	\$4.78	Shower liner, large clips - Temporary front desk
TARGET 00011684	\$25.90	Class Supplies - MO FF
TARGET 00011684	\$49.45	Creative Cooking After School Program Supplies
TARGET 00011684	\$91.46	Hp Haunting Supply
TARGET 00011684	\$91.46	ParkSchool Storage
TARGET 00024901	\$21.34	chocolate,grahm cracker,marshmallow,food coloring,aika selte
TEACHERSPAYTEACHERS.CO	\$7.00	Class Supplies - NN
TEACHERSPAYTEACHERS.CO	\$3.50	class supplies-MO
TERMINAL SUPPLY TROY 1	\$87.01	Washers, hex nuts, hex head cap screws
THE HOME DEPOT #1926	\$54.58	hand sanitizer's and disinfectant solution
THE HOME DEPOT #1926	\$15.56	Rumblestone
THE HOME DEPOT #1926	(\$21.63)	Outlet
THE HOME DEPOT #1926	\$31.33	Wire
THE HOME DEPOT #1926	\$23.20	Outlet box
THE HOME DEPOT #1926	\$349.00	Hp Haunting Prop
THE HOME DEPOT #1926	\$179.00	HP Hauntings Event Supplies - Decor

P-Card Transactions
09/08/20 - 10/07/20

THE HOME DEPOT #1926	\$228.91	Drip edge,plywood,lumber,shingles,screws,tape,soap
THE HOME DEPOT #1926	\$278.96	Halloween Haunting Prop
THE HOME DEPOT #1926	\$65.38	Fascia,watering can,swiffer cloths,painter tape,alum drip edge
THE CERAMIC SHOP	\$48.14	class supplies-Ceramics
TRIBUNE PUBLISHING COM	\$66.00	2020 Sunset Woods Tennis Courts #6738886
TRIBUNE PUBLISHING COM	\$62.57	2020 Community Park #6743533
U OF I AG INFO SERV	\$15.00	Herbicide Study Guide
UPS 1ZW9NT650320022010	\$17.93	Return of UV power supply for Warranty
UPS 29F8N400914	\$5.80	Return of UV power supply for Warranty
USPS KIOSK 1636069550	\$21.45	Postage stamps for paychecks
USPS KIOSK 1636069550	\$55.00	Postage stamps for paychecks
WAL-MART #3893	\$133.26	Class Supplies-MO
WAL-MART #5276	\$33.80	Class Supplies-MO
WAREHOUSE DIRECT	\$226.16	Toilet paper,paper towels,glass cleaner
WAREHOUSE DIRECT	\$94.86	trash can liners
WAREHOUSE DIRECT	\$49.99	cleaning supplies
WAREHOUSE DIRECT	\$126.40	Thermal paper for printer
WAREHOUSE DIRECT	\$143.96	sanitizers,face masks,gloves,disinfectant wipes
WAREHOUSE DIRECT	\$229.76	gloves and hand sanitizers
WAREHOUSE DIRECT	\$249.90	Disposable gloves
WAREHOUSE DIRECT	\$100.60	WRC Custodial Supplies
WAREHOUSE DIRECT	\$33.93	binder clips and folders
WAREHOUSE DIRECT	\$158.24	cleaning supplies
WAREHOUSE DIRECT	(\$49.99)	Credit - cleaner not sent
WAREHOUSE DIRECT	\$18.28	Blue Paper, Labels
WAREHOUSE DIRECT	\$219.20	Garbage bags
WAREHOUSE DIRECT	\$241.89	Supplies for programming per Sara Stanke
WAREHOUSE DIRECT	\$159.80	WRC Custodial Supplies
WAREHOUSE DIRECT	\$1,063.66	Hand sanitizer,masks,wipes,disinfect spray-COVID19
WAREHOUSE DIRECT	\$326.11	Safety Glasses and Gloves
WAREHOUSE DIRECT	\$83.31	Toilet Paper for POGO
WAREHOUSE DIRECT	\$222.27	Hand sanitizer
WAREHOUSE DIRECT	\$49.99	Lysol cleaner
WASHBURN MACHINERY INC	\$565.39	Service call-washer repair
WHENTOWORK INC	\$99.00	When to Work for RCHP- Fitness
WHENTOWORK INC	\$99.00	When to work for RCHP- Aquatics
WILD GOOSE CHASE	\$600.00	Geese Service
WM SUPERCENTER #1735	\$9.36	Class Supplies-MO
WM SUPERCENTER #3893	\$72.80	Class Supplies-MO
WWW.NORTHERNSAFETY.COM	\$66.40	Work Gloves for Staff
WWW.NORTHERNSAFETY.COM	\$174.90	Ear Plugs
YOUR ADVANTAGE II LT	\$329.00	Stringing
ZEP SALES AND SERVICE	\$253.00	Spray Bottles and Disinfectant
ZOOM.US	\$84.97	Zoom Monthly
ZORO TOOLS INC	\$1,862.52	Individual Desks (covid)
TOTAL	\$107,586.68	



Memorandum

To: Park Board of Commissioners

From: Mari-Lynn Peters, Finance Director; Brian Romes Executive Director

Date: November 17, 2020

Subject: **Approval of the Truth in Taxation Resolution**

Summary

Under Illinois law, if a District is considering extending an aggregate property tax levy of more than 5% greater than the preceding year's levy, it must publicly disclose its intention and hold a public hearing. Aggregate levy is defined as real estate taxes, exclusive of the election costs and debt service. Also, the District must prepare a Truth in Taxation Resolution at least 20 days prior to adopting the levy ordinance. The Resolution was presented at November's workshop and now it is recommended for the Park Board approval. Adoption of the levy ordinance is scheduled for the December Regular Board meeting.

The attached drafts of the 2020 Truth in Taxation resolution include the option for a **Full Levy** and a **Flat Levy**:

1. **Full Levy** results in a 3.68% increase over the prior year's extension. This represents an increase of \$432,489. This is essentially a cost of living increase based on the CPI while trying to capture new growth. Additionally, it includes a full levy in the Special Recreation Fund levy of .04%. Therefore, no hearing is required.

As noted in item 3 of the resolution, the increase is split into two components: the increase in the Consumer Price Index and anticipated growth.

	FY 2020 Extension	FY 2021 Requested Levy	2020 Extension vs 2021 Requested Levy
General Fund	5,545,795	5,750,000	204,205
Recreation Fund	5,243,335	5,450,000	206,665
Special Recreation	953,381	975,000	21,619
Total	11,742,511	12,175,000	432,489
% change			3.68%

2. **Flat Levy** results in a 0.00% increase over the prior year's extension. This represents an increase of \$539. This is essentially a cost of living increase based on the CPI while trying to capture new growth. Additionally, it includes a reduction in the Special Recreation Fund levy from .04% to .0245%. Therefore, no hearing is required.

As noted in item 3 of the resolution, the increase is split into two components: the increase in the Consumer Price Index and anticipated growth.

	FY 2020 Extension	FY 2021 Requested Levy	2020 Extension vs 2021 Requested Levy
General Fund	5,545,795	5,732,856	187,061
Recreation Fund	5,243,335	5,420,194	176,859
Special Recreation	953,381	590,000	(363,381)
Total	11,742,511	11,743,050	539
% change			0.00%

The Tax Cap limits the General and Recreation Funds extension to the increase in the Consumer Price Index (CPI) or 5% whichever is less, exclusive of the debt service levy, and any increase relative to new growth in the district. For the tax year, 2020, the CPI is 2.3%. Park Districts may levy .04% of the EAV for the Special Recreation Fund. In the Flat Levy, the District is levying .0245%. In the Full Levy the District is levying .04% of the EAV for the Special Recreation Fund.

The Levy Request does not guarantee that these funds will be received. In the Spring when property values and tax cap limits are finalized, the Park District tax extension number is calculated. This is the total property tax amount that is billed to residents.

Recommendation:

- **(Option 1) Full Levy Recommendation**
Staff recommends the Board of Park Commissioners approve the Truth in Taxation Resolution 2020-12 where the estimated percentage increase in the proposed 2020 aggregate levy over the amount of real estate taxes extended upon the final 2019 aggregate levy based on 2.3% CPI and anticipated growth is 3.68%.
- **(Option 2) Flat Levy Recommendation**
Staff recommends the Board of Park Commissioners approve the Truth in Taxation Resolution 2020-12 where the estimated percentage increase in the proposed 2020 aggregate levy over the amount of real estate taxes extended upon the final 2019 aggregate levy based on 2.3% CPI and anticipated growth is 0.00%.

**PARK DISTRICT OF HIGHLAND PARK
TRUTH IN TAXATION LAW
RESOLUTION #2020-12**

RESOLVED, by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois that based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law".

1. The amount of real estate taxes, exclusive of the election costs and debt service levies, extended by the Park District, plus any amount abated by the Park District prior to such extension, upon the final 2019 real estate tax levy of the Park District is \$11,742,512.13.
2. The amount of real estate taxes, exclusive of election costs, public commission leases and debt service levies, proposed to be levied by the Park District for FY 2020 is \$11,743,050.
3. Based on the foregoing, the estimated percentage increase in the proposed 2020 aggregate levy over the amount of real estate taxes extended upon the final 2019 aggregate levy based on 2.3% CPI and anticipated growth is 0.00%.

Passed this 17th day of November 2020

AYES: _____

NAYS: _____

ABSENT: _____

Barnett Ruttenberg, President
Board of Park Commissioners

Attested and filed this 17th day of November 2020:

Brian Romes, Secretary
Board of Park Commissioners

**PARK DISTRICT OF HIGHLAND PARK
TRUTH IN TAXATION LAW
RESOLUTION #2020-12**

RESOLVED, by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois that based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law".

1. The amount of real estate taxes, exclusive of the election costs and debt service levies, extended by the Park District, plus any amount abated by the Park District prior to such extension, upon the final 2019 real estate tax levy of the Park District is \$11,742,512.13.
2. The amount of real estate taxes, exclusive of election costs, public commission leases and debt service levies, proposed to be levied by the Park District for FY 2020 is \$12,175,000.
3. Based on the foregoing, the estimated percentage increase in the proposed 2020 aggregate levy over the amount of real estate taxes extended upon the final 2019 aggregate levy based on 2.3% CPI and anticipated growth is 3.68%.

Passed this 17th day of November 2020

AYES: _____

NAYS: _____

ABSENT: _____

Barnett Ruttenberg, President
Board of Park Commissioners

Attested and filed this 17th day of November 2020:

Brian Romes, Secretary
Board of Park Commissioners



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: November 17, 2020

Subject: **Sunset Woods Playground Renovation Design and Park Master Plan Project Update**

In July 2020, the Park Board of Commissioners approved a contract with Hitchcock Design Group for design services to renovate the Sunset Woods Park 21st Century Playland (aka the Rocket Ship Playground) and Titanic Tides Tot Lot. Additionally, the Board approved an alternate for design services to develop a site master plan for the entire park, with the intent to ensure that the playground renovation fits into a modern vision of Sunset Woods Park for the entire community to enjoy.

Once approved, the project team began collecting input from the community. In-person and online opportunities began in August and ran through mid-October. The input received served as the foundation for the first concept plan drafts.

Hitchcock Design Group will provide a project update and present the initial concept draft master plan playground plans. These initial concept plans follow the design guidance supported by communitywide input. At this stage of the process, these plans are intended to be conceptual, meaning they are representations of an idea or activity intent. The images and sketches on the plans are not final recommendations and will be designed in further detail during the later stages of the design process.

In keeping with our community engagement tradition, an essential aspect of the Sunset Woods project planning process is collaboration with residents. The community will be invited to provide feedback on the initial draft plans on November 19 through December 3 by means of an online project page. In keeping with COVID-19 DCEO guidelines, additional online, virtual, and in-person engagement opportunities will be available to the community.



Memorandum

To: Park Board of Commissioners

From: Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: November 17, 2020

Subject: **The Preserve of Highland Park Project Update**

Summary

On September 22, 2020, the Park District of Highland Park Board of Commissioners awarded a construction contract in the amount of \$1,204,290 to Team REIL Inc. of Union IL for Construction of The Preserve of Highland Park. This work is supported by grants from the Illinois Department of Natural Resources OSLAD (\$400,000) and Illinois EPA Section 319 Grant funding, through the Lake County Stormwater Management Commission (\$144,672) for shoreline restoration and vegetative swales. Among the amenities planned during construction are a pond overlook, restored north pond shoreline and swales planted with wetland plants, gardens, seating areas, play areas, and signage. New and improved pathways will be installed to lead visitors through green lawns, wet meadows, short grass prairie habitat, and restored woodlands.

Staff will provide a project update on construction progress at The Preserve of Highland Park.

Financial Impact

Construction Budget - Capital	\$1,130,537
OSLAD Grant Funds	\$400,000
IEPA Grant Funds	\$144,672
Overall Construction Budget	\$1,675,209
Board Approved Bid Recommendation (Base and Alternates A3-A10)	(\$1,204,290)
Estimated Hey Construction Phase Services	(\$42,000)
Recycle/Waste Containers	(\$12,800)
Balance Remaining	\$416,119

Project Timeline

The Project Construction Schedule is summarized below and subject to change.

- **Construction Begins/Site Preparation** October 2020
- **Phase I:** Shoreline Grading, Gateway Overlook, Trail Prep November-December 2020
- **Phase II:** Ongoing Trail Work, Gateway Entry and Amenities January – April 2021
- **Phase III:** Plantings, Final Trail Work, Completion of amenities May – October 2021
- **Phase IV:** Final Details and Restoration November-December 2021



Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 10/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	139,111.32	114,766.42	1,650,479.62	2,543,278.13	-892,798.51	2,927,414.43	182,561.38	2,432,176.38
110 - CAMPS	85,505.00	0.00	233,639.05	1,905,293.50	-1,671,654.45	1,911,333.50	0.00	1,679,238.47
120 - LESSONS	44,130.34	27,168.28	303,116.02	323,634.71	-20,518.69	374,985.50	30,662.75	310,483.57
130 - SPECIAL EVENTS	0.00	0.00	10,592.00	81,295.00	-70,703.00	112,105.00	6,226.00	80,899.65
410 - TAX	1,898,087.86	773,352.78	12,152,469.64	12,146,715.66	5,753.98	13,523,199.00	278,600.50	12,786,028.86
420 - FEES & CHARGES	191,867.01	109,852.19	1,889,649.32	1,785,605.00	104,044.32	1,870,237.00	112,662.97	1,646,739.50
440 - MEMBERSHIPS	25,697.57	127,443.96	482,750.41	1,379,470.39	-896,719.98	1,635,001.20	114,074.52	1,290,015.71
450 - RENTALS	152,583.63	140,107.80	856,733.85	1,181,643.61	-324,909.76	1,361,334.70	141,900.30	1,212,898.32
460 - MERCHANDISING	8,908.39	8,290.72	93,854.09	162,849.11	-68,995.02	175,519.00	7,186.68	108,221.94
470 - INTEREST INCOME	1,836.00	14,161.00	93,547.67	141,610.00	-48,062.33	170,000.00	21,098.42	127,827.95
480 - MISCELLANEOUS INCOME	14,377.30	26,086.77	636,134.35	222,048.20	414,086.15	306,117.43	5,301.96	128,551.86
510 - OTHER INCOME	122,337.02	10,425.00	1,118,953.56	52,801.56	1,066,152.00	73,978.13	0.00	82,067.28
520 - BOND/DEBT PROCEEDS	239.12	0.00	6,467,709.99	7,100,000.00	-632,290.01	7,100,000.00	0.00	0.00
Total Revenue:	2,684,680.56	1,351,654.92	25,989,629.57	29,026,244.87	-3,036,615.30	31,541,224.89	900,275.48	21,885,149.49
Expense								
100 - PROGRAMS	3,137.47	149,280.69	844,100.18	1,440,432.43	596,332.25	1,742,372.36	121,083.17	1,143,829.08
110 - CAMPS	101,911.76	8,834.21	199,765.41	1,028,852.39	829,086.98	1,036,564.89	2,511.04	811,960.17
120 - LESSONS	17,729.56	16,102.85	152,303.05	158,562.65	6,259.60	191,345.95	10,816.73	152,702.42
130 - SPECIAL EVENTS	3,555.97	17,604.98	72,467.93	192,492.89	120,024.96	236,312.08	8,253.44	188,507.95
610 - SALARIES & WAGES	496,913.82	578,487.75	5,185,319.25	6,598,276.87	1,412,957.62	8,154,729.26	554,385.93	5,863,948.10
620 - CONTRACTUAL SERVICES	162,210.75	228,449.25	1,530,099.57	2,587,776.16	1,057,676.59	2,944,773.67	238,517.04	2,233,833.61
630 - INSURANCE	164,735.37	219,324.40	1,406,744.81	1,946,126.08	539,381.27	2,323,922.96	152,273.63	1,457,150.50
640 - MATERIALS & SUPPLIES	30,025.87	44,908.29	244,334.58	521,108.36	276,773.78	602,514.61	71,018.01	442,469.36
650 - MAINTENANCE & LANDSCAPING CONTRACTS	28,565.12	24,547.27	272,569.08	386,048.73	113,479.65	425,817.47	42,801.91	330,861.05
660 - UTILITIES	70,172.22	85,987.56	553,388.43	731,790.62	178,402.19	920,634.66	105,630.02	677,860.58
670 - PENSION CONTRIBUTIONS	54,904.24	86,830.29	571,350.55	733,418.05	162,067.50	891,036.45	44,549.27	504,292.13
680 - COST OF GOODS SOLD	7,506.40	1,176.80	41,856.16	40,068.00	-1,788.16	42,427.50	5,519.85	46,287.42
710 - DEBT RETIREMENT	0.00	0.00	228,182.29	283,889.25	55,706.96	3,273,044.50	0.00	264,431.25
720 - CAPITAL OUTLAY	280,084.07	384,004.63	2,984,236.67	4,485,932.30	1,501,695.63	7,694,927.00	342,077.16	1,702,597.56
Total Expense:	1,421,452.62	1,845,538.97	14,286,717.96	21,134,774.78	6,848,056.82	30,480,423.36	1,699,437.20	15,820,731.18
Report Total:	1,263,227.94	-493,884.05	11,702,911.61	7,891,470.09	3,811,441.52	1,060,801.53	-799,161.72	6,064,418.31

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	445,015.93	-316,461.98	1,965,877.04	1,258,436.42	707,440.62	312,539.98	-318,561.84	1,722,869.97
25 - SPECIAL RECREATION	61,675.11	36,003.33	642,065.33	50,827.81	591,237.52	212,737.38	17,439.30	374,809.11
29 - RECREATION	727,059.26	44,739.90	3,045,214.63	2,871,360.56	173,854.07	2,781,889.24	-185,225.72	4,602,137.18
60 - DEBT SERVICE	224,557.14	131,826.54	1,208,385.68	1,033,269.70	175,115.98	-1,692,390.50	27,817.24	1,219,721.33
70 - CAPITAL PROJECTS	-195,079.50	-389,991.84	4,841,368.93	2,677,575.60	2,163,793.33	-553,974.57	-340,630.70	-1,855,119.28
Report Total:	1,263,227.94	-493,884.05	11,702,911.61	7,891,470.09	3,811,441.52	1,060,801.53	-799,161.72	6,064,418.31

General Corporate: The general fund is favorable vs. the budget largely due to reduced payroll, reduced expenses due to closing, and timing difference in health insurance.

Special Recreation: Budgeted tax receipts are trending favorably due to timing difference. Variance should diminish. Contractual services payment for the NSSRA building were budgeted for June but will not take place until 2021. Inclusion fees were nominal due to COVID 19.

Recreation: Showing a favorable variance from budget due to an exceptional year at Sunset Valley and the Golf Learning Center, coupled with reduced payroll due to COVID 19.

Debt Service: Budgeted tax receipts are trending favorably due to timing difference. Variance should continue to diminish. The favorable variance in debt retirement will be used in December when making debt payments.

Capital Projects: Significantly under budget as projects have been delayed or eliminated due to COVID-19.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 10/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	802,041.89	125,902.00	5,140,705.58	5,677,642.00	-536,936.42	5,760,000.00	140,401.99	5,412,627.66
420 - FEES & CHARGES	2,588.21	2,480.88	18,486.78	31,945.80	-13,459.02	36,600.00	2,660.64	35,731.77
460 - MERCHANDISING	31.85	49.24	312.60	444.21	-131.61	540.00	44.00	445.43
470 - INTEREST INCOME	1,836.00	14,161.00	93,547.67	141,610.00	-48,062.33	170,000.00	21,098.42	127,827.95
480 - MISCELLANEOUS INCOME	2,500.06	150.93	51,757.47	47,067.00	4,690.47	53,300.00	68.80	63,734.77
510 - OTHER INCOME	1,735.76	10,425.00	8,705.56	10,425.00	-1,719.44	10,425.00	0.00	1,464.00
Total Revenue:	810,733.77	153,169.05	5,313,515.66	5,909,134.01	-595,618.35	6,030,865.00	164,273.85	5,641,831.58
Expense								
610 - SALARIES & WAGES	170,044.69	202,444.33	1,752,710.53	2,224,454.74	471,744.21	2,795,046.32	193,116.91	1,981,861.74
620 - CONTRACTUAL SERVICES	61,146.23	96,892.27	441,133.39	871,964.93	430,831.54	1,012,140.62	126,670.86	651,772.67
630 - INSURANCE	84,784.64	94,767.81	696,835.52	947,678.10	250,842.58	1,137,666.82	78,337.57	768,207.72
640 - MATERIALS & SUPPLIES	10,760.64	27,094.50	93,604.79	184,838.06	91,233.27	234,973.90	34,834.65	163,306.11
650 - MAINTENANCE & LANDSCAPING CONTRACTS	6,186.36	9,313.22	69,992.25	81,902.60	11,910.35	98,817.47	12,570.19	69,959.06
660 - UTILITIES	13,490.09	13,302.51	93,337.68	91,850.33	-1,487.35	122,705.60	21,528.18	108,683.23
670 - PENSION CONTRIBUTIONS	19,305.19	25,816.39	200,024.46	248,008.83	47,984.37	316,974.29	15,777.33	175,171.08
Total Expense:	365,717.84	469,631.03	3,347,638.62	4,650,697.59	1,303,058.97	5,718,325.02	482,835.69	3,918,961.61
Report Total:	445,015.93	-316,461.98	1,965,877.04	1,258,436.42	707,440.62	312,539.98	-318,561.84	1,722,869.97

Fees and charges are lagging as fewer people purchased picnic permits and there were also a reduced number of dog park memberships sold due to COVID 19 and due to the path at Moraine being washed away. Interest income is lagging as interest rates have plummeted since COVID 19. Other income is unfavorable due to park benches, tress, etc. being donated at a slower rate than anticipated. Salaries and pension contributions are down due to furloughing of staff, hiring freeze, wage freeze and open positions. Contractual services are down due to turf maintenance and landscape services contracts not being signed and work being performed in-house. Ecological restoration work was not completed. Also, causing more than a \$180,000 variance in insurance is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The October insurance was paid in November, while the budgeted amount is allocated evenly over the year. Additionally, there are less staff than originally budgeted for causing less insurance expense. Materials and supplies are trending favorably, as operations were ceased in March and reduced operations continue into October. Spending is on essential work and necessary repairs only. Annuals, trees, and athletic field supplies were not purchased. Taxes ae coming in slower than anticipated, as the due date for the second payment was moved to November. This lag should narrow in November. Maintenance and landscaping contracts are favorable as more work was done in house in 2020 due to the pandemic.



Park District of Highland Park, IL

25 - SPECIAL REC FUND

Income Statement

Current Period Ending 10/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	61,675.11	81,003.33	857,692.39	809,353.43	48,338.96	971,263.00	17,439.30	930,451.13
Total Revenue:	61,675.11	81,003.33	857,692.39	809,353.43	48,338.96	971,263.00	17,439.30	930,451.13
Expense								
620 - CONTRACTUAL SERVICES	0.00	45,000.00	215,627.06	758,525.62	542,898.56	758,525.62	0.00	555,642.02
Total Expense:	0.00	45,000.00	215,627.06	758,525.62	542,898.56	758,525.62	0.00	555,642.02
Report Total:	61,675.11	36,003.33	642,065.33	50,827.81	591,237.52	212,737.38	17,439.30	374,809.11

Budgeted tax receipts are trending favorably due to timing difference. Variance should diminish. Contractual services payment for the NSSRA building and MAC payment were budgeted for June but will not take place until late 2020 and 2021. Inclusion fees were nominal due to COVID 19 closure.



Park District of Highland Park, IL

29 - RECREATION FUND

Income Statement

Current Period Ending 10/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	139,111.32	114,766.42	1,650,479.62	2,543,278.13	-892,798.51	2,927,414.43	182,561.38	2,432,176.38
110 - CAMPS	85,505.00	0.00	233,639.05	1,905,293.50	-1,671,654.45	1,911,333.50	0.00	1,679,238.47
120 - LESSONS	44,130.34	27,168.28	303,116.02	323,634.71	-20,518.69	374,985.50	30,662.75	310,483.57
130 - SPECIAL EVENTS	0.00	0.00	10,592.00	81,295.00	-70,703.00	112,105.00	6,226.00	80,899.65
410 - TAX	809,813.72	434,620.91	4,717,503.70	4,342,561.28	374,942.42	5,211,282.00	92,941.97	4,958,797.49
420 - FEES & CHARGES	189,278.80	107,371.31	1,871,162.54	1,753,659.20	117,503.34	1,833,637.00	110,002.33	1,611,007.73
440 - MEMBERSHIPS	25,697.57	127,443.96	482,750.41	1,379,470.39	-896,719.98	1,635,001.20	114,074.52	1,290,015.71
450 - RENTALS	152,583.63	140,107.80	856,733.85	1,181,643.61	-324,909.76	1,361,334.70	141,900.30	1,212,898.32
460 - MERCHANDISING	8,876.54	8,241.48	93,541.49	162,404.90	-68,863.41	174,979.00	7,142.68	107,776.51
480 - MISCELLANEOUS INCOME	11,877.24	13,884.63	65,678.43	54,469.10	11,209.33	108,145.00	5,233.16	61,317.09
510 - OTHER INCOME	3,035.53	0.00	36,192.77	42,376.56	-6,183.79	63,553.13	0.00	80,603.28
Total Revenue:	1,469,909.69	973,604.79	10,321,389.88	13,770,086.38	-3,448,696.50	15,713,770.46	690,745.09	13,825,214.20
Expense								
100 - PROGRAMS	3,137.47	149,280.69	844,100.18	1,440,432.43	596,332.25	1,742,372.36	121,083.17	1,143,829.08
110 - CAMPS	101,911.76	8,834.21	199,765.41	1,028,852.39	829,086.98	1,036,564.89	2,511.04	811,960.17
120 - LESSONS	17,729.56	16,102.85	152,303.05	158,562.65	6,259.60	191,345.95	10,816.73	152,702.42
130 - SPECIAL EVENTS	3,555.97	17,604.98	72,467.93	192,492.89	120,024.96	236,312.08	8,253.44	188,507.95
610 - SALARIES & WAGES	326,869.13	376,043.42	3,432,608.72	4,373,822.13	941,213.41	5,359,682.94	361,269.02	3,882,086.36
620 - CONTRACTUAL SERVICES	68,078.25	67,685.53	630,707.07	838,571.11	207,864.04	1,006,607.43	111,846.18	820,313.98
630 - INSURANCE	79,950.73	124,556.59	709,909.29	998,447.98	288,538.69	1,186,256.14	73,936.06	688,942.78
640 - MATERIALS & SUPPLIES	19,265.23	17,813.79	150,729.79	336,270.30	185,540.51	367,540.71	36,183.36	279,163.25
650 - MAINTENANCE & LANDSCAPING CONTRACTS	22,378.76	15,234.05	202,576.83	304,146.13	101,569.30	327,000.00	30,231.72	260,901.99
660 - UTILITIES	56,682.13	72,685.05	460,050.75	639,940.29	179,889.54	797,929.06	84,101.84	569,177.35
670 - PENSION CONTRIBUTIONS	35,599.05	61,013.90	371,326.09	485,409.22	114,083.13	574,062.16	28,771.94	329,121.05
680 - COST OF GOODS SOLD	7,506.40	1,176.80	41,856.16	40,068.00	-1,788.16	42,427.50	5,519.85	46,287.42
720 - CAPITAL OUTLAY	185.99	833.03	7,773.98	61,710.30	53,936.32	63,780.00	1,446.46	50,083.22
Total Expense:	742,850.43	928,864.89	7,276,175.25	10,898,725.82	3,622,550.57	12,931,881.22	875,970.81	9,223,077.02
Report Total:	727,059.26	44,739.90	3,045,214.63	2,871,360.56	173,854.07	2,781,889.24	-185,225.72	4,602,137.18

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	727,059.26	44,739.90	3,045,214.63	2,871,360.56	173,854.07	2,781,889.24	-185,225.72	4,602,137.18
Report Total:	727,059.26	44,739.90	3,045,214.63	2,871,360.56	173,854.07	2,781,889.24	-185,225.72	4,602,137.18

Programs, camps, lessons, and special events were largely reduced or eliminated due to COVID 19. Thus, revenues and expenses related to all are significantly reduced. The majority of the unfavorable variance in memberships is due to the fitness center being closed due to COVID-19, refunds and reluctance of guests to return. Rentals are unfavorable due to COVID-19, however golf cart rentals accounted for much of the \$152,000 figure in October. Merchandising is also unfavorable due to closure from COVID-19. Miscellaneous income is trending favorable due to several sponsorships, the North Shore Amateur Golf Tournament, and parking violations. Salaries and pension contributions are down due to furloughing of staff, hiring freeze, wage freeze and open positions. Also causing more than a \$243,000 variance in the Recreation Fund is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The October insurance was paid in November, while the budgeted amount is allocated evenly over 12 months. Insurance premiums are also reduced due to less staff. Contractual services, materials and supplies, utilities and maintenance & landscaping contracts are all significantly underbudget due to closure due to COVID 19. Capital outlay is favorable largely due to the \$37,000 for dredging that has not been spent. Finally, fees & charges have a positive variance due to Sunset Valley having a great year despite the pandemic.



Park District of Highland Park, IL

60 - DEBT SERVICE

Income Statement

Current Period Ending 10/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	224,557.14	131,826.54	1,436,567.97	1,317,158.95	119,409.02	1,580,654.00	27,817.24	1,484,152.58
Total Revenue:	224,557.14	131,826.54	1,436,567.97	1,317,158.95	119,409.02	1,580,654.00	27,817.24	1,484,152.58
Expense								
710 - DEBT RETIREMENT	0.00	0.00	228,182.29	283,889.25	55,706.96	3,273,044.50	0.00	264,431.25
Total Expense:	0.00	0.00	228,182.29	283,889.25	55,706.96	3,273,044.50	0.00	264,431.25
Report Total:	224,557.14	131,826.54	1,208,385.68	1,033,269.70	175,115.98	-1,692,390.50	27,817.24	1,219,721.33

Budgeted tax receipts are trending favorably due to timing difference. Variance should continue to diminish. Debt retirement funds will be used in December when making debt payments.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 10/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	12,051.21	518,698.45	120,512.10	398,186.35	144,672.43	0.00	3,500.00
510 - OTHER INCOME	117,565.73	0.00	1,074,055.23	0.00	1,074,055.23	0.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	239.12	0.00	6,467,709.99	7,100,000.00	-632,290.01	7,100,000.00	0.00	0.00
Total Revenue:	117,804.85	12,051.21	8,060,463.67	7,220,512.10	839,951.57	7,244,672.43	0.00	3,500.00
Expense								
620 - CONTRACTUAL SERVICES	32,986.27	18,871.45	242,632.05	118,714.50	-123,917.55	167,500.00	0.00	206,104.94
720 - CAPITAL OUTLAY	279,898.08	383,171.60	2,976,462.69	4,424,222.00	1,447,759.31	7,631,147.00	340,630.70	1,652,514.34
Total Expense:	312,884.35	402,043.05	3,219,094.74	4,542,936.50	1,323,841.76	7,798,647.00	340,630.70	1,858,619.28
Report Total:	-195,079.50	-389,991.84	4,841,368.93	2,677,575.60	2,163,793.33	-553,974.57	-340,630.70	-1,855,119.28

The \$117,565.73 income this month was the receipt of payment from the Parks Foundation for the Sunset Valley short course. The \$400,000 favorable variance in miscellaneous income is the recording of the receipt of the OSLAD grant for The Preserve. The Capital Outlay is significantly under budget as projects have been delayed or eliminated due to COVID-19. Contractual services are largely overbudget due to consultant costs for various potential projects not yet begun. Once projects are begun, the consultant costs get moved into capital outlay as part of the cost of the project.



RECREATION BY CENTER

Park District of Highland Park, IL

Y -T-D OCTOBER

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	5,240,000.00	4,974,458.15	5,271,282.00	4,737,837.25
Expense	5,162,801.24	1,284,007.25	5,569,944.00	1,339,343.70
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	77,198.76	3,690,450.90	(298,662.00)	3,398,493.55
Net Revenue:	1.47%	74.19%	-5.67%	71.73%
Center: 24 - WEST RIDGE CENTER				
Revenue	431,541.00	383,657.81	525,565.96	257,192.93
Expense	826,728.70	576,451.82	875,789.65	504,032.68
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	(395,187.70)	(192,794.01)	(350,223.69)	(246,839.75)
Net Revenue:	-91.58%	-50.25%	-66.64%	-95.97%
Center: 26 - ATHLETICS				
Revenue	958,379.00	815,002.30	955,092.97	452,567.48
Expense	922,942.28	663,642.43	914,819.32	483,341.17
Center: 26 - ATHLETICS Surplus (Deficit):	35,436.72	151,359.87	40,273.65	(30,773.69)
Net Revenue:	3.70%	18.57%	4.22%	-6.80%
Center: 28 - CAMPS				
Revenue	808,416.00	881,387.38	987,541.00	85,605.50
Expense	587,252.22	539,439.13	657,076.00	164,795.36
Center: 28 - CAMPS Surplus (Deficit):	221,163.78	341,948.25	330,465.00	(79,189.86)
Net Revenue:	27.36%	38.80%	33.46%	-92.51%
Center: 29 - SPECIAL EVENTS				
Revenue	60,305.00	39,980.93	64,285.00	37,827.00
Expense	210,304.34	172,067.68	190,993.66	74,237.98
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	(149,999.34)	(132,086.75)	(126,708.66)	(36,410.98)
Net Revenue:	-248.73%	-330.37%	-197.10%	-96.26%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	387,467.00	318,504.41	427,880.00	3,883.78
Expense	471,161.18	421,167.03	563,474.68	104,035.26
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	(83,694.18)	(102,662.62)	(135,594.68)	(100,151.48)
Net Revenue:	-21.60%	-32.23%	-31.69%	-2,578.71%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	121,237.50	91,427.94	143,640.50	15,698.17
Expense	99,583.28	82,831.17	134,451.45	46,626.11
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	21,654.22	8,596.77	9,189.05	(30,927.94)
Net Revenue:	17.86%	9.40%	6.40%	-197.02%

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	75,271.00	77,600.60	86,515.00	88,525.00
Expense	124,067.86	109,623.88	144,011.88	184,073.78
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	(48,796.86)	(32,023.28)	(57,496.88)	(95,548.78)
Net Revenue:	-64.83%	-41.27%	-66.46%	-107.93%
Center: 34 - PARK AVENUE				
Revenue	106,068.00	112,100.79	104,681.00	121,796.16
Expense	112,812.05	101,165.73	120,079.51	93,322.08
Center: 34 - PARK AVENUE Surplus (Deficit):	(6,744.05)	10,935.06	(15,398.51)	28,474.08
Net Revenue:	-6.36%	9.75%	-14.71%	23.38%
Center: 38 - ICE ARENA				
Revenue	1,359,999.10	1,156,603.53	1,236,655.20	568,211.77
Expense	1,164,839.51	767,071.65	1,078,636.25	563,912.71
Center: 38 - ICE ARENA Surplus (Deficit):	195,159.59	389,531.88	158,018.95	4,299.06
Net Revenue:	14.35%	33.68%	12.78%	0.76%
Center: 41 - MAINTENANCE				
Revenue	-	-	-	-
Expense	806,560.88	615,421.39	776,887.19	566,843.83
Center: 41 - MAINTENANCE Surplus (Deficit):	(806,560.88)	(615,421.39)	(776,887.19)	(566,843.83)
Net Revenue:	0.00%	0.00%	0.00%	0.00%
Center: 42 - PRO SHOP				
Revenue	1,518,909.00	1,354,884.79	1,439,530.00	1,803,323.65
Expense	562,921.88	404,076.28	502,375.52	414,799.00
Center: 42 - PRO SHOP Surplus (Deficit):	955,987.12	950,808.51	937,154.48	1,388,524.65
Net Revenue:	62.94%	70.18%	65.10%	77.00%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	201,753.00	117,021.65	173,222.00	38,895.74
Expense	1,243,782.86	887,946.35	1,208,314.98	700,835.84
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	(1,042,029.86)	(770,924.70)	(1,035,092.98)	(661,940.10)
Net Revenue:	-516.49%	-658.79%	-597.55%	-1,701.83%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	1,877,352.00	1,434,408.58	1,839,560.20	601,607.25
Expense	739,066.44	595,518.86	875,679.55	445,151.31
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	1,138,285.56	838,889.72	963,880.65	156,455.94
Net Revenue:	60.63%	58.48%	52.40%	26.01%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	231,370.00	180,329.85	230,067.50	63,707.70
Expense	313,329.26	289,061.99	370,015.39	176,815.69
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	(81,959.26)	(108,732.14)	(139,947.89)	(113,107.99)
Net Revenue:	-35.42%	-60.30%	-60.83%	-177.54%

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 55 - INDOOR TENNIS				
Revenue	1,314,678.60	1,085,326.87	1,274,182.50	756,129.43
Expense	1,055,274.71	774,843.61	1,124,363.62	605,901.04
Center: 55 - INDOOR TENNIS Surplus (Deficit):	259,403.89	310,483.26	149,818.88	150,228.39
Net Revenue:	19.73%	28.61%	11.76%	19.87%
Center: 56 - OUTDOOR TENNIS				
Revenue	215,880.00	240,838.36	247,742.50	227,784.63
Expense	166,066.75	145,038.11	171,679.04	149,192.28
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	49,813.25	95,800.25	76,063.46	78,592.35
Net Revenue:	23.07%	39.78%	30.70%	34.50%
Center: 61 - HELLER NATURE CENTER				
Revenue	308,047.90	270,769.84	305,280.00	27,418.20
Expense	668,307.31	497,024.86	662,626.22	345,548.51
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	(360,259.41)	(226,255.02)	(357,346.22)	(318,130.31)
Net Revenue:	-116.95%	-83.56%	-117.06%	-1,160.29%
Center: 74 - HPCC LEARNING CENTER				
Revenue	248,750.00	278,970.93	358,694.00	412,201.69
Expense	278,349.19	274,717.84	382,463.71	290,672.75
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	(29,599.19)	4,253.09	(23,769.71)	121,528.94
Net Revenue:	-11.90%	1.52%	-6.63%	29.48%
Center: 76 - HPCC BUILDING				
Revenue	20,879.00	11,939.49	42,353.13	21,176.55
Expense	20,879.00	21,959.96	42,353.10	22,694.17
Center: 76 - HPCC BUILDING Surplus (Deficit):	-	(10,020.47)	0.03	(1,517.62)
Net Revenue:	0.00%	-83.93%	0.00%	-7.17%



Sunset Valley Golf Course

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,518,909.00	1,354,884.79	1,439,530.00	1,803,323.65
Expense	1,369,482.76	1,019,497.67	1,279,262.71	981,642.83
Report Surplus (Deficit):	149,426.24	335,387.12	160,267.29	821,680.82

Recreation Center of HP

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	2,310,475.00	1,731,760.08	2,242,849.70	704,210.69
Expense	2,296,178.56	1,772,527.20	2,454,009.92	1,322,802.84
Report Surplus (Deficit):	14,296.44	(40,767.12)	(211,160.22)	(618,592.15)

Deer Creek Raquet Club

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,530,558.60	1,326,165.23	1,521,925.00	983,914.06
Expense	1,221,341.46	919,881.72	1,296,042.66	755,093.32
Report Surplus (Deficit):	309,217.14	406,283.51	225,882.34	228,820.74

Park District of Highland Park
Investment Schedule
October 31, 2020

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Wells Fargo National Bank West	CD	276	1/17/20	10/19/20	1.66%	1.66%	249,074.79	249,074.79	249,000.00	339.73	3,125.53
First Internet Bank of Indiana	CD	271	2/26/20	11/23/20	1.50%	1.50%	246,000.00	246,000.00	246,000.00	293.18	2,739.70
Gateway First Bank, Cherokee OK	CD	365	12/23/19	12/22/20	1.80%	1.80%	245,000.00	245,000.00	245,000.00	362.47	4,410.00
							740,074.79		740,000.00	995.38	10,275.23



Memorandum

To: Board of Park Commissioners

From: Ryan Ochs, General Manager/Golf Course Superintendent; Cole Sangern, Golf Operations Manager/PGA Associate; Rob Saunders, Program and Services Manager/PGA Professional; Brian Romes, Executive Director

Date: November 17, 2020

Subject: **2020 Season Ending Report for Sunset Valley Golf Club & the HP Golf Learning Center**

Summary

Staff will provide an overview of the 2020 Season Ending Report including golf operations, rounds report, camp and programs report and financials for Sunset Valley Golf Club and The Highland Park Golf Learning Center. Visuals will be included.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

NOVEMBER 13, 2020

UPCOMING MEETINGS

- Thursday, December 3, 2020 / 4:00 p.m. / Virtual Finance Committee Meeting
- Tuesday, December 8, 2020 / 6:00 p.m. / Virtual Workshop Meeting
- Thursday, December 10, 2020 / 4:00 p.m. / Virtual Finance Committee Meeting
- Tuesday, December 15, 2020 / 6:00 p.m. / Virtual Regular Board Meeting

UPCOMING EVENTS & HIGHLIGHTS

November Events:

- Join us Friday, November 6 from 5:30 p.m. – 7:00 p.m. as we explore Community Park with a naturalist and cozy up around a campfire with s'mores! The cost is \$10 per person, however, children under two are free.
- Become an expert at plant and animal identification as staff at the Heller Nature Center will explore trails and teach you how to use Seek, an App by I-Naturalist, to help you find new wildlife on Sunday, November 15 from 1:30 p.m. – 3:00 p.m. Cost is \$8 per person.
- Join us Friday, November 13 from 6:30 p.m. – 9:00 p.m. at West Ridge Center to learn how to properly cook, butcher, and serve turkey like a pro! Guests can bring their own bottle of wine to enjoy with the tasting as professional chef, Chez Mikey, will show you host to host the ultimate Thanksgiving dinner. The room will be set up to accommodate social distancing; face masks and gloves are required. Cost is \$107 Res / \$127 Non-Res.

December Events:

- Santa and his elves are inviting you for a sneak peek into the North Pole, so grab a cup of hot cocoa, put on your PJ's, and enjoy a personalized video chat with Santa! Personalized chats are available Sunday, December 6 – Tuesday, December 8, with several timeslots available throughout the day. The cost is \$35 per video call.
- Listen for the jingle bells and keep your eyes peeled as Santa, Mrs. Claus, and Elf will be riding in their one-horse-open-sleigh throughout Highland Park on Saturday, December 12 from 10:00 a.m. – 12:00 p.m. If you would like your home included on Santa's route and receive a special gift, please be sure to register early. If you are on Santa's list, please remain inside your home or on your doorstep when they come to deliver your special gift. The cost is \$45 per house (only 1 gift per house).

DEER CREEK RACQUET CLUB

	2018	2019	2020
Daily Court Rentals (Hours)			
Tennis	34.75	63.50	131.75
Racquetball	18.5	26.75	14
Private Lessons (Hours)	217.75	231.50	298
Drop-Ins	269	322	0
Memberships	504	541	256

News & Events

- Fall Session 2 indoor programs began on October 5.

CENTENNIAL ICE ARENA

	2018	2019	2020
Daily Drop-in Fees			
Public Skate	347	290	<i>Not Available due to COVID-19</i>
Freestyle	39	94	543
Open Hockey	7	15	2
Open Gymnastics	33	62	<i>Not Available due to COVID-19</i>
Skate Rental	354	263	23 per Fall 2
Punch Passes			
Public Skate	29	10	<i>Not Available due to COVID-19</i>
Freestyle	29	27	<i>Not Available due to COVID-19</i>
Skate Rental	27	19	<i>Not Available due to COVID-19</i>
Facility Rentals			
Total Hours	190.1	180.5	184.14

News & Events

- Punch passes not being sold. All users must purchase and pre-register by day, as reflected in Freestyle drop-in increase.
- Open gymnastics and public skate currently not offered during Phase 4 of Restore Illinois.
- Freestyle now sold in 30-minute, pre-registered time slots only.
- Skate rentals are per session instead of daily for class.
- Fall Session 2 runs October 26 - December 19.
- Try Skating and Gymnastics Day was held Oct 12. We had 12 new participants for gymnastics and 25 trying out skating.

RECREATION CENTER OF HIGHLAND PARK

RECREATION	SEP	OCT	NOV (projected)
Free Virtual Classes Conducted	2	4	15
Paid Classes Conducted	116	139	135
Free Group Exercise Participation/Visits	329 views 2,039 engagement	2,715 views 1,879 engagement	7,000 views 3,000 engagement
Paid Group Exercise Participation	1,233	1,277	1,240
Group Exercise Revenue	\$5,813	\$4,665	\$4,000
Group Exercise 30 Day Pass Sales (Units)	23	20	15
Group Exercise 30 Day Pass Revenue	\$1,270	\$1,040	\$750
Personal Training Participation	412	414	450
Personal Training Sales (Units)	218.75	241.75	250
Personal Training Revenue	\$12,882	\$15,324	\$18,000
Private Swim Lesson Participation	70	82	87
Private Swim Lesson Sales (Units)	46	32	36
Private Swim Lesson Revenue	\$2,580	\$2,070	\$2,277
Aqua Lap Lane 30 Day Pass Sales (Units)	15	37	
Aqua Lap Lane 30 Day Pass Revenue	\$930	\$2,260	
Fitness 30 Day Pass Sales (Units)	30	60	
Fitness 90 Day Pass Sales (Units)	5	27	0
Fitness 30 Day/90 Day Pass Revenue	\$2,060	\$6,170	
Fitness Center Reservations	886	1,370	1,675
Fitness Center Reservation Revenue	\$2,667	\$1,985	\$2,282
Aqua Lap Lane Reservations	463	787	905
Aqua Lap Lane Reservation Revenue	\$1,871	\$2,793	\$3,211
Reservation Revenue	\$4,538	\$4,778	
Total Combined Revenue	\$30,073	\$36,307	

Memberships	2018	2019	2020 (approximate)
Annual	2,000	1,838	1,587
Non-Annual	55	42	144
Total Memberships	2,081	1,880	1,731
Kid Fit Memberships	91	54	41

Members	2018	2019	2020 (approximate)
Annual	3,268	2,981	2,544
Non-Annual	55	42	144
Total Members	3,349	3,023	2,688
Kid Fit Members	155	191	69

All Memberships

- Members and Memberships for 2020 are an approximation based on deducting the canceled memberships from our active membership base as of COVID closure date, March 13th. As of October 31st, there were 255 memberships/391. 10 cancellation requests were made in October. All cancellations and transfers were made effective March 13th and will continue to be until membership services resume. Most of our cancellations in September have come from Seniors and Aquatics. The primary reason for cancellation was patrons citing they do not feel ready come back into the facility until there is a vaccine and wanting to terminate their membership, despite membership services and billing suspended.
- On Monday, October 5th we celebrated the Recreation Center's 15th anniversary. All reservations were free on this day (fitness floor, group exercise, and lap swim). Fifteen 30-Day Fitness Floor passes were raffled off and RCHP "Get Fit" t-shirts were given out to participants.

Fitness Floor

- On August 10th, we began offering a 30-Day Fitness Floor Pass to allow patrons to have 30 days of fitness floor reservations at no additional cost. We started a Buy One Get One Offer on September 21st for 30-Day Fitness Floor Passes where patrons who purchase a 30-Day Fitness Floor Pass between September 21st and October 30th will receive an additional 30 days to gift or to keep for a total of 60 days of membership. When the promotion ended, we had sold 60 30-day passes. We will continue to offer this pass while we move forward with reactivation annual memberships beginning this month however we anticipate seeing a decrease as memberships are turned back on.
- On September 21st, we also began offering a 90-day fitness pass which will be available for purchase through October 15th. When this promotion ended, we had sold 27 passes to patrons who have been frequently utilizing our fitness floor reservations.
- Fitness reservations observed a 53% increase when compared to September 2020 to October 2020 (894 Sep -1,372 Oct) due to increased hours of operations and cooling temperatures that have brought previous members into the facility with 187 unique users compared to 145 unique users that utilized the facility in September. However, the revenue is at a decrease of 25% due to the majority of frequent users taking advantage of 30- and 90-day pass options.
- We expect to continue to see a 25% increase in reservations as pay-in-full memberships are reactivated in mid-November and the cooler weather continues to draw in more patrons but are considering external COVID surge mitigation efforts that are affecting potential patron's usage availability. With the reactivation of pay-in-full memberships and current pass holder usage, we expect to only see a 15% increase in revenue.

Group Exercise

- In October we continued the sale of 30-Day Group Exercise passes for a total of 20. Most people had ½ or more of October remaining from their 30-Day pass since the first date of purchase was September 14. We expect a decrease in 30-Day Group Exercise passes for November since we have offered membership activation to all past members participating in Group Exercise post-COVID.
- We had a consistent schedule of 161 classes of 18 unique formats offered throughout October. In total, we had 22 classes canceled due to low attendance, with most participants choosing to transfer or receive an account credit for a different class. We had 23 classes canceled due to inclement weather or low attendance. On days when all classes were canceled due to weather, we offered free virtual classes on Facebook Live in order to maintain engagement and provide services to our members. A total of 139 in-person classes ran with a total of 1,277 registrations, averaging 9.2 participants per class.

- We have installed a 30 x 50 heated tent outside on the preserve for continued outdoor classes in the cold weather. The maximum capacity for safe social distancing is 12 but more comfortable at 10. Group Exercise classes will be offered both inside and outside the Rec Center. Inside classes will be held in the gymnasium whenever possible with an 18-person limit at 13 feet social distancing.
- Some mat classes (yoga and Pilates) will be held in Studio 1 with a 9-person limit at 9 ft social distancing. Free virtual classes will be offered mid-November to kick-off the sale of 30-Day Virtual Fitness Passes beginning Monday, November 30. Virtual Group Exercise classes will be offered on a private Facebook page to anyone who purchases a 30-Day Virtual Group Ex Pass for \$30. All active members will have access to the Facebook Group Ex Page as a bonus to their membership. Participants will need to have a Facebook account or create one to participate. The cost to use Facebook as our virtual platform is \$0.00 to the Rec Center/Park District. The expense is 2 iPads and tripods for recording. Virtual classes will be scheduled LIVE and communicated on our website, RC Beat, and Facebook. All classes will be stored on Facebook for future access for anyone that has an active 30-Day Virtual pass or RCHP membership.

Personal Training

- With the addition of virtual training options and increased availability of training times and spaces, we saw a slight increase in personal training participation in September from August. There was a decrease in Personal Training Sales due to many patrons having recently purchased new packages at the end of August as their January promotion packages ran out. Our personal training visits remain steady from September to October, 412 to 414.
- Personal Training Sales have increased 19% from September as people have run out of sessions. We predict a continued increase in personal training sales and visit

Aquatics

- On August 17th, we began offering a 30-day aquatic pass to allow patrons to have 30 days of aquatic lap lane reservations at no additional cost. As of September 30th, we have sold 37 30-Day Aqua Lap Lane Passes to 15 patrons most of which were purchased by our past frequent pool users when the pool opened for lane reservations. We will continue to offer this pass while we move forward with reactivation annual memberships beginning this month however we anticipate seeing a decrease as memberships are turned back on.
- A significant number of people who requested private swim lessons for October had purchased private lessons before the COVID-19 pandemic. Therefore, private swim lesson participation increased, but private swim lesson sales did not. However, as these participants will need to purchase additional lessons in November, we project a 10% increase in private swim lesson sales and revenue.
- We now have 4 private swim lesson instructors available, and additional space on Sundays. Private swim lesson participation is projected to increase by 5%.
- Beginning November 2, the pool will be offering an additional reservation time M-F. With 1,065 total reservations available in November, we have projected 85% utilization.

HELLER NATURE CENTER PROGRAMS

RECREATION	SEP	OCT	NOV (projected)
Paid Virtual Classes Conducted	0	0	15 people/ 1 program
Total Virtual Classes Conducted	0	0	1
Free In-Person Program Participation	7 people / 1 program	0	0
Paid In-Person Program Participation	115 people / 12 programs	139 people / 12 programs	103 people / 7 programs
Total Participation	122	139	103
Virtual Programming Revenue	0	0	\$125
In-Person Programming Revenue	\$10,959	\$2,880.50	\$1,867.75
Total Revenue	\$10,959	\$2,880.50	\$1,992.75

*Includes After school, ParkSchool and Scout & Custom groups

ROSEWOOD INTERPRETIVE CENTER PROGRAMS

RECREATION	SEPT	OCT	NOV (projected)
Paid In-Person Program Participation	52 people / 4 programs	80 people / 6 programs	50 people/ 6 programs
Total Participation	52	80	50
In-Person Programming Revenue	\$1,150	\$1,960	\$1,194
Total Revenue	\$1,150	\$1,960	\$1,194

*Includes After school, ParkSchool and Scout & Custom groups

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE CENTER RENTALS

RENTALS	2018	2019	2020*
Heller Nature Center Rentals	48	24	0
Heller Nature Center Birthday Party Package	19	14	0
Rosewood Interpretive Center Rentals	76	73	3

*As of October 2020

News & Events

- Heller is prepping for cross country ski season
- Heller continues to be busy leading outdoors programming with increasing calls for programs from scout groups.

SUNSET VALLEY GOLF CLUB

GOLF	2019 Actual	2020 Budget	2020 Actual
Golf Shop Sales	294	270	496
Golf Balls	229	235	308
Accessories	65	35	188
Golf Rentals	1295	1450	1998
Carts	1295		1998
Golf Greens Fees	2486	2425	4050
Resident	773		1920
Nonresident	1307		1768
Outing/Tournaments	172		287
Other	234		75
Misc. Sales	0	0	0
Sapphire Club	0	0	0
Permanent Tee Time	0	0	0

News & Events

- Rotary Outing was October 1.
- We had 72 golfers at the Illinois Junior Golf Association Tournament on October 3 – 4.
- Golfer Appreciation Day was October 23.
- Hard Course / Chili Open was October 24

HIGHLAND PARK LEARNING CENTER

Driving Range Monthly Sales Report (buckets sold)

	2019 Actual	2020 Budget	2020 Actual
January	0	500	501
February	0	584	588
March	0	584	179
April	625	681	0
May	1,168	2,556	174
June	1,678	3,727	2,547
July	1,914	4,581	3,133
August	1,795	3,917	3,643
September	1,104	1,993	2,459
October	644	736	1,263
November	93	125	
December	267	208	
Totals	9,288	20,192	14,487

Mini Golf Monthly Sales Report (rounds sold)

GOLF	2019 ACTUAL	2020 BUDGET	2020 ACTUAL
March	-	-	-
April	167	167	0
May	401	717	59
June	913	1,400	1,004
July	1,266	1,800	1,467
August	1,448	1,833	1,940
September	576	1,667	1,139
October	316	416	592
November			
Totals	5,087	8,000	6,201

News & Events

- Warmer weather for the first half of the month, followed by cooler than normal the last half of the month continued to bring good numbers of golfer to the range.
- There were 116 participants at the Halloween Miniature golf event held on October 22-25.

Park Avenue Boating Facility

BOATING	2018	2019	2020
Season Launch Only Pass			
Power Boat	11	12	15
Personal Watercraft (PWC)	15	12	23
Sailboat	0	0	1
Boat Storage w/ Launch Privileges			
Power Boat / PWC	29 / 4	34 / 3	25 / 4
Non-Motorized / Stand Up Paddleboard (SUP)	53 / 7	56 / 14	44 / 14
Seasonal Parking Decals	180	138	139

ROSEWOOD BEACH

AQUATICS	JULY	AUGUST	SEPTEMBER
NON-RESIDENT			
Daily Fee Beach Access	\$30,875	\$1,600	\$225
Daily Parking Fee	\$13,375	\$10,840	\$3,985
Season Passes	447	N/A	N/A

WEST RIDGE CENTER

RECREATION	SEP	OCT	NOV (projected)
Virtual Classes Conducted	2	0	0
In-Person Class Participation	270 (Sep - Dec)	29 (Includes Sep - Oct)	338 (includes Sep - Nov)
Total Participation	158	338	0
Virtual Programming Revenue	0	0	0
In-Person Programming Revenue	\$78,339 (includes Aug - Sep)	\$81,277 (includes Aug - Oct)	\$94,056 (includes Aug - Nov)

SPECIAL EVENTS

MONTH	PARTICIPATION	REVENUE
JULY		
Drive-In Movie (Angels in the Outfield)	23 cars	\$440
AUGUST		
Drive-In Movie (Honey I Shrunk the kids)	44 cars	\$840
Drive-In Movie (Ferris Bueller's Day off)	43 cars	\$820
SEPTEMBER		
Sunset Screening (Caddyshack)	0	0
OCTOBER		
Drive-In Movie (Hocus Pocus Night 1)	45 cars	\$1,125
Drive-In Movie (Hocus Pocus Night 2)	46 cars	\$1,450
Highland Park Hauntings	314	\$9,495
Reverse Trick-or-Treat	25 houses	\$1,500
Total Participation (Groups)	540	
Total Revenue		\$15,670

**** Group size: 2-6 people**

GRANT-IN-AID

	2018	2019	2020
Total YTD Subsidy	\$86,646	\$64,963	\$24,798
Households			
100% Subsidy YTD	74	52	43
50% Subsidy YTD	11	12	4
Total YTD	85	64	47

News & Events:

- Overall scholarship use has decreased due to COVID-related program cancellations.
- 2021 application packets were distributed in September to all current scholarship recipients. To date, 5 households have been approved for the 2021 scholarship and 10 applications are pending review. Registration for 2021 programs begins in November.

PARKS & NATURAL AREAS

News & Events

- Staff has begun work at The Preserve in preparation for Team REIL to begin construction.
 - Park Staff completed tree protection fencing and trimming for the start of construction.
 - Lake County SMC approved the SESC, Soil Erosion, and Sediment Control, plan.
 - Park Staff completed the clearing of the north pond shoreline area for IEPA grant work.
 - Received schedule of submittals and construction schedule from Team REIL.
 - Posted signage and information on the District's website regarding upcoming path closures.
 - Worked on submittals from Team REIL for materials.
- Contractor and Staff maintenance of converted and restored native planting areas at Skokie River Woods, Sleepy Hollow Park, May T. Watts Park, Heller Nature Center, and Highland Park Woods continues.
- Staff participated in the Illinois Project Monarch kick-off webinar.
- Staff winterized the Rosewood Beach Boardwalk bathrooms and athletic field irrigation systems.
- Staff winterized Rosewood Beach and Park Ave. Boating Facility by removing buoys, sand ramp, boat launch, and lifeguard chairs.
- Staff assisted in the setup and removal of the Highland Park Hauntings Halloween event.

PLANNING

News & Events

- The Sunset Woods Park Playground Renovation and Master Plan Project continue to progress. Hitchcock Design Group is developing drafts plans based on feedback heard from the community, staff, and board. Additional design time has been required to refine the concept drafts and coordinate with playground manufacturers to develop images to illustrate the conceptual vision for the play equipment.
- The community will have opportunities to comment on these initial draft plans once they are presented to the Park District Board.
- The Golf Learning Center ADA Restroom Improvements Project is scheduled to begin mid-November and be completed by the end of the year.
- Staff are working with Realgy Energy Services to finalize the lease agreement for the installation of solar panels on the Deer Creek Racquet Club building.
- Staff continues to work with SmithGroup in the develop a Beach Management Plan which will provide management recommendations and strategies for the Park District's four lakefront locations. Funding for this plan was provided, in part, by a grant from the Illinois Department of Natural Resources Coastal Management Program.
- Staff continues to investigate repair options for the portion of the boardwalk at Rosewood Beach that has settled and is now tilted.

COMMUNICATIONS AND MARKETING

Marketing Board Report (Oct 21 – Nov 6)

Social Media			
			
4,091	851	1,502	77
Likes	Followers	Followers	Views

Email
31,956*
Total Audience

pdhp.org		
4,768	21,989	43,162
Visitors	Visits	Pageviews

Digital Brochures	
Fall	
176	21
Views	Clicks to Register

Email - Our email service provider has discontinued providing consolidated monthly analytics for our email programs, so those numbers will no longer be reported. In addition, you will notice that our total audience is significantly reduced from last month. We are archiving email lists that have not been used for the past two years. Archiving the lists will lower our monthly costs for our email service. These lists can be retrieved from the archive at anytime if we chose to use them in the future.

Updates

- The dramatic 20 -25% increase in traffic to our website for most of this year is showing signs of slowing down. Traffic over the last three weeks increased only 6% compared to the same period last year. Most visited pages include the RCHP, Halloween events, programs, Centennial, Heller, Deer Creek Racquet Club and the COVID-19 update and resource page.
- In the past 3 weeks, 8 emails were sent our residents and customers to keep them informed of new PDHP information, news, and opportunities.
- Letters were drafted for a mailing and an email sent to paid-in-full and month-to-month RCHP members regarding reactivation of their memberships.
- The digital winter brochure was distributed to residents and the winter registration marketing campaign began on Wednesday, November 4. Due to our resident's attention being deterred by the prolonged election, we have added an additional marketing push which will be implemented once the election news dies down.
- The marketing team is also assisting the Parks Foundation to market the second phase of annual appeal through the PDHP email, ParkLine, video, social media, and website outlets. We are also assisting with new board member recruitment and recruitment for participants in the 2021 Michael Goldman Golf Scholarship program.

Graphics

PARK DISTRICT
of HIGHLAND PARK
WINTER 2020-21

REGISTRATION GOING ON NOW!
Winter is Snow Much Fun!
• Winter Break Camp & Activities
• NEW! Outdoor Skating Programs
• Virtual 8th Person Programs for All Ages

GET IN. GET FIT. GET HAPPY
NOW! Open only 7 times a week.

ParkSchool Sprouts for two-year-olds is back!

PARK DISTRICT
of HIGHLAND PARK

Winter Registration
Going On Now!

Highland Park's Greatest Halloween Costume Contest
A BIG TREAT for the winners!
ONLY 3 Days Left... Enter Today!
Send your photos to rshih@pdhp.org today!

Have a Safe Halloween, Wear A Face Mask!

US FIGURE SKATING
ASPIRE PROGRAM

YOU ARE INVITED!
ASPIRE Program
Kick-Off Event
Sat Nov 7 • 10:15am-12:15pm • \$10/skater
Centennial Ice Arena

Skaters Basic 4 and up are invited to sample our ASPIRE program, which features a jump/spin class, various USFS curriculum, off-ice training, and ends with an open skate session.

All attendees receive \$20 off their 1st ASPIRE Class or Program registration. ONE adult is permitted to attend the entire event with the skater. Adults have the opportunity to learn more about our program and have a socially distanced Q & A session with our competitive skaters. For any questions call 847.579.4108

REGISTRATION IS REQUIRED
Register at pdhp.org 4677800-A

PARK DISTRICT
of HIGHLAND PARK

Save the Dates! Youth Golf Development Center Grand Opening & Golf Outing Fundraiser
May 24, 2025

Happy Holidays
from your friends at
SUNSET VALLEY GOLF CLUB

PDHP.org

Page ?	Pageviews ?
	14,868 % of Total: 100.00% (14,868)
1. /	3,782 (25.44%)
2. /recreation-center-highland-park-fitness-center-health-club-aquatics/	1,052 (7.08%)
3. /event/highland-park-hauntings/	710 (4.78%)
4. /programs/	676 (4.55%)
5. /centennial-ice-arena/	511 (3.44%)
6. /heller-nature-center/	472 (3.17%)
7. /deer-creek-racquet-club/	445 (2.99%)
8. /2020/07/covid-19-community-health-preparedness/	394 (2.65%)
9. /golf-learning-center/	364 (2.45%)
10. /rosewood-beach-2/	262 (1.76%)
11. /program-guides/	243 (1.63%)
12. /recreation-center-highland-park-fitness-center-health-club-aquatics/group-fitness/	191 (1.28%)
13. /event/reverse-trick-or-treat-monsters-inc/	184 (1.24%)
14. /bids-rfps/	161 (1.08%)
15. /staff-directory/	153 (1.03%)
16. /parties-rentals/	146 (0.98%)
17. /hpcc2nature/	121 (0.81%)
18. /pdhp-internal-staff-documents/	116 (0.78%)
19. /events/	112 (0.75%)
20. /contact/	99 (0.67%)
21. /parks/	97 (0.65%)
22. /find-listing/	93 (0.63%)
23. /recreation-center-highland-park-fitness-center-health-club-aquatics/indoor-aquatics/	92 (0.62%)
24. /join-our-team/	90 (0.61%)
25. /parks/dog-exercise-areas/	89 (0.60%)
26. /centennial-ice-arena/hockey-figure-skating-lessons/	87 (0.59%)
27. /deer-creek-racquet-club/adult-programs/	83 (0.56%)
28. /millard-park-beach/	80 (0.54%)
29. /west-ridge-center/	79 (0.53%)



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: November 17, 2020
Subject: **COVID-19 Emergency Operations Planning Update**

Summary

Executive Director Romes will provide an update regarding the Park District's emergency operational plans and response efforts due to the SARS-CoV-2 (Corona) Virus.